



NEW ENGLAND BIOLOGICAL SAFETY
ASSOCIATION
'NEBSA'
STANDARD OPERATING PROCEDURES

DATE: 01/09/2018
NEBSA BOARD ROLES & RESPONSIBILITIES

I. PURPOSE

NEBSA's mission is to build and support the biosafety community in the New England region. NEBSA supports new members as well as students interested in biosafety. NEBSA also provides a forum for networking amongst biosafety professionals or those interested in the field of biosafety. The following procedure describes the roles and responsibilities of the NEBSA Board. These duties are necessary for establishing and addressing issues that impact the NEBSA membership or biological safety.

II. SCOPE

This procedure shall apply to the NEBSA Board. This document is subject to approval and change by the NEBSA Board as per the NEBSA By-Laws.

III. DUTIES OF THE EXECUTIVE COMMITTEE

A. *President:*

1. Acts as Chair of the NEBSA Board at all Board meetings;
2. Supports the President Elect for their first 6 months of their term;
3. Participates in voting motions offered during the Board Meetings;
4. Designates and empowers special sub-committees of the Board to focus on special issues, as deemed necessary;
5. Coordinates the activities of the Board by establishing an agenda for each Board meeting;
6. Acts as Chair of the NEBSA General Membership Session meeting(s) (e.g. Annual Symposium);
7. Reports on any events/issues that might be of interest to the General Membership;
8. Reviews all reports prior to going to the General Membership;
9. Serves as NEBSA liaison to ABSA and reports to the ABSA Membership about NEBSA activities at the annual ABSA meeting;
10. Communicates with outside agencies regarding NEBSA activities;
11. Acts in behalf of the Board for NEBSA related activities, until the Board can be polled for their votes.

A. *President Elect:*

1. Supports the President;
2. Chairs the Board Meetings;
3. Participates in General Membership Session(s);
4. Participates in voting motions offered during the Board Meetings.

A. Secretary:

1. Participates in the Board Meetings.
2. Participates in General Membership Session(s);
3. Participates in voting motions offered during the Board Meetings;
4. Prepares a flyer for all meetings at least a month prior to the meeting and distributes registration materials for the meeting to the General Membership;
5. Takes minutes of Board and General Membership Meetings;
6. Prepares write-up of meeting minutes and distributes Board Meeting minutes to the Board and General Membership Meeting minutes to the general membership;
7. Assists in sending General Membership notice of election of officers and ballots;
8. Assist in the counting the ballots both for election of officers and for ballots on special issues and reporting to the General Membership;
9. Sends General Membership notice of election of officers and ballots;
10. Send out Call-for-Nominations.

A. Treasurer:

1. Participates in the Board Meetings.
2. Participates in General Membership Session(s);
3. Participates in voting motions offered during the Board Meetings;
4. Collect receipts for dinner meetings and symposia;
5. Maintain the NEBSA checking account, balance the account and pay any bills generated by NEBSA from this account and deposit any checks received into this account;
6. Maintain financial ledger for NEBSA, hard copy and computer files;
7. Prepare receipts to give to membership for dues and dinner meetings;
8. Files annual report to the IRS;
9. Other financial responsibilities as designated by the President.

B. Membership Coordinator:

1. Participates in the Board Meetings.
2. Participates in General Membership Session(s);
3. Participates in voting motions offered during the Board Meetings;
4. Maintains up-to-date NEBSA Directory of members including but not limited to member name, association, contact information and date they joined NEBSA;
5. Receives requests for new membership from the NEBSA website.
6. Oversees CM Points.

C. Website Coordinator:

1. Participates in the Board Meetings.
2. Participates in General Membership Session(s);
3. Participates in voting motions offered during the Board Meetings;
4. Responsible for maintaining and updating the NEBSA website and domain name(s).

D. Website Coordinator-Elect

1. Supports the Website Coordinator
2. Participates in the Board Meetings.
3. Participates in General Membership Session(s);

4. Participates in voting motions offered during the Board Meetings.

E. Social Media Coordinator

1. Develop biosafety awareness and build the NEBSA online reputation;
2. Manage contents and campaigns through social media applications (e.g. Facebook timeline cover, profile, blogs; Twitter);
3. Post upcoming events or relevant topics regarding biosafety on social media applications;
4. Write editorial content;
5. Participate on the NEBSA Board, attend monthly telephone meetings and help plan the NEBSA Symposium and other NEBSA-sponsored events.

F. Councilors:

1. Participates in the Board Meetings;
2. Participates in voting motions offered during the Board Meetings;
3. Participates in General Membership Session(s);
4. Supports the Board mission;
5. Provides markers and name tags for individuals to sign for identification at General Member meeting(s);
6. Other general responsibilities as designated by the President.

G. NEBSA General Membership:

1. Participates in General Membership Session(s);
2. Participates in elections of board members.

A. Volunteers:

1. Volunteers must be members of NEBSA;
2. Volunteers are polled as a group by the NEBSA Board as required;
3. Volunteers have no voting rights.