

# SLTB Executive Committee Structure

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**Chair:** Chair key meetings and events and coordinate and direct action plans for delivery of committee operations. Act as final sign off or decision maker where this is needed for society business.

**Vice chair:** Become familiar with society operations, support other committee members and help develop mid-long term strategy

**General Secretary:** Oversee formal society procedures

**Treasurer:** Maintain society accounts, report them to members at AGM and liaise with other relevant committee members on sponsorship, expenditure, awards and accounts for SLTB events

**Meetings Secretary:** provide regular contact with meetings hosts/organisers to ensure delivery of a scientific programme, budget, Audrey Smith awards and appropriate sponsorship.

**Papers secretary:** Manage meeting abstract submission assist in allocating meeting programme chairs and prepare and submit abstracts and meeting reports as appropriate for publication in CryoLetters,

**Past Chair:** provide support and continuity for incoming chair and committee members and complete contribution to meetings planned while in office.

**Co-opted members:** Ex-officio committee members who provide supporting roles as required by the committee.

# APPENDIX – detailed breakdown of committee roles

## Chair

2 year term

Moves from 1 year in office as Vice-Chair

Follows into immediate Past Chairman role (1 year)

### **Roles:**

1. Chair Executive committee meetings.
2. Chair the AGM and any formal meetings of the SLTB.
3. Report to each AGM on society activities.
4. Ensure that the Society operates in accordance with the constitution and charities committee requirements.
5. Advise on appointment of Executive Committee and trustee members and convey official announcements of committee changes.
6. Ensure that decisions of Executive Committee made during committee meetings are implemented.
7. Oversee votes at AGM and ensure outcomes are implemented.
8. Take responsibility for the long-term future and direction of SLTB and ensure the society objectives are being met.
9. Represent SLTB on appropriate national and international bodies and at national/international meetings.
10. Act as a figurehead at SLTB meetings and joint meetings.
11. Act as second signatory for SLTB outgoing payments.
12. Issue formal invitations from SLTB to:
  1. society life fellows
  2. speakers for the annual meeting.
  3. trustees
13. Present awards or prizes given by SLTB or nominate presenting representative.
14. Present thank you awards to significant contributors to SLTB
15. Contribute a page to the SLTB newsletter updating members on society activities.

## Vice Chairman

1 year term with automatic progression to Chairman

### **Roles:**

1. Cover for Chairman when Chairman is unavailable.
2. Familiarise themselves with the role of the Chairman so that continuity is maintained after the Chairman terms ends.
3. Undertake any SLTB function/project or liaison with external collaborator as agreed with the Chairman (e.g. edit newsletter, liaise with potential partners).
4. Act on the Chairman's behalf at any formal function (i.e. meetings/workshops).

5. Provide help and guidance to any officer on the Executive Committee and interface between Executive Committee and Chairman, in absences of the chair.
6. Actively seek feedback about the SLTB and its work from society members at meetings and through outreach activities to help formulate future society strategy.
7. Oversee final arrangements for publications resulting from meeting abstracts
8. Oversee the SLTB website content to ensure the society presence is accurately represented and all content is up to date and relevant.

## General Secretary

3 year term elected through ballot of society members (new committee member) or from within the current SLTB Executive Committee

### **Roles:**

1. Arrange timing of SLTB Executive Committee meetings through liaison with committee members (doodle poll), organise meeting method (conference call/skype) and document minutes of meetings and provide a permanent archive.
2. Circulate minutes and get committee approval and upload to SLTB website.
3. Take minutes at AGM, record outcomes of votes and circulate to committee for approval and upload to SLTB website.
4. Maintain an online record of committee meeting and AGM minutes available to the committee and trustees
5. Ensure that the SLTB has appropriate procedures in place with regard to data protection, and that all committee members and society members are aware and agree to adhere to those procedures.
6. Ensure, with the Treasurer, the appropriate reports are delivered to trustees in a timely manner to get approval for submission to the Charities Commission.
7. Ensure, with the Treasurer, the appropriate returns are made to the Charity Commission in respect of SLTB accounts.
8. Organise election of new SLTB committee members and trustees in a timely manner including:
  - o Evaluate committee member end dates following every AGM and intentions to remain on the committee for subsequent terms
  - o Prepare and distribute a call for nominations for new committee members and trustees
  - o Collect nominations and arrange for a ballot, as required

## Treasurer

3 year term elected through ballot of society members (new committee member) or from within the current SLTB Executive Committee

### **Roles:**

1. Maintain the SLTB Accounts in an appropriate manner.
2. Prepare the annual accounts for submission to the trustees in a timely manner.
3. Present the SLTB Accounts at the AGM.

4. Ensure, with the General Secretary, the appropriate returns are made to the Charity Commission in respect of SLTB accounts.
5. Consider potential investments of SLTB monies or properties in order to gain the best (and safe) returns or to further the objectives of the SLTB
6. Preparation of financial plans and forecasts for the SLTB regarding levels of income and major expenditure.
7. Provide an annual budget for Audrey Smith Travel Awards, David Pegg Collaboration Awards and Photo Competition.
8. Final sign off of, with the General Secretary, Audrey Smith Travel Grant and David Pegg Collaboration Award applications (NB the Collaboraton awards will need endorsement by a majority of the SLTB committee members)
9. Issue payments for all approved awards and expenses associated to annual meetings or other requirements approved by Chairman/Vice-Chairman with liaison to Treasurer.
10. Act as authorised signatory of SLTB cheques.
11. With Meeting Secretary, approve budget of annual meeting as drawn up by local hosts and Meeting Secretary.
12. Ensure membership fees are set at a level adequate to sustain the society activities and that receipts are issued for payments made, highlighting shortfalls in membership subscription payments.
13. Prepare invoices and purchase orders in liaison with Executive Committee members to cover SLTB activities as appropriate.
14. Manitain an up to date list of past and potential sponsors and sposnosthip rates.

## Meetings Secretary

3 year term elected through ballot of society members (new committee member) or from within the current SLTB Executive Committee

### **Roles:**

1. Draw up/maintain a checklist of requirements for a local host to enable selection for hosting an SLTB annual meeting and evaluate potential hosts against this list.
2. Liaise with annual meeting local hosts on all arrangements for the annual meeting to ensure arrangements meet the overall requirements of SLTB (e.g. conform to SLTB objectives, provision of AGM, adequate notice of meeting dates and venue to members)
3. Arrange evaluation of host venue as required to ensure facilities meet requirements.
4. Agree (with the local hosts) invited speakers for, and responsibilities of, the annual meeting and ensure that the programme is presented to the committee and that the SLTB Chairman issues the formal invitations (and confirms acceptance) within a timely manner for scientific programme planning.
5. Liaise with joint meeting partners to make arrangements for SLTB joint meetings or companion workshops.
6. Ensure, in liaison with the meeting local hosts, that all arrangements are in place for sponsor exhibition stands at the SLTB Annual Meeting.
7. Act as contact point for meeting sponsors to ensure consistent year-on-year delivery of a high standard of returns for investors, including drawing up a list of requirements from local hosts or from sponsors that must be met to ensure smooth running of the meeting (e.g. provision of tables/poster boards, details are

- available for dates, addresses and timings for delivery of marketing materials, ensure supply of sponsor logos for conference materials).
8. Ensure, in liaison with the SLTB treasurer and the Annual Meeting local host that all accommodation and catering requirements are in place.
  9. Oversee selection of submitted abstracts and approve final meeting programme.
  10. Liaise with the meeting hosts and SLTB Chairman at regular intervals to oversee all aspects of the annual meeting, including:
    - supporting hosts with all aspects of registration
    - verifying host has arranged the conference dinner and social events as agreed
    - follow-up with the sponsors at regular intervals to ensure they have all information they need.
    - Maintain a list of sponsors at each sponsorship level and safeguard the SLTB to ensure commitments to sponsors are being met (e.g. inclusion of sponsor details on SLTB website and in mailouts).
  11. Liaise with the Membership Secretary to ensure all publicity material (adverts, flyers etc.) contains all necessary information and are published in timely manner and in appropriate places.
  12. Assist when called upon to ensure that all aspects of the annual meeting run smoothly.
  13. Maintain a close relationship with the person responsible for the content of the meetings section of the SLTB website to ensure all relevant information is included.
  14. Set and maintain a timeline schedule for key dates related to the meeting organization. (e.g. Contact sponsors: 12 months before the meeting; Invite speakers: until 10 months before the meeting; Keep (and increase) a list of potential sponsors including local sponsors)
  15. With the treasurer, maintain a brochure template for sponsors

## Papers Secretary (supporting Meetings Secretary)

3 year term elected through ballot of society members (new committee member) or from within the current SLTB Executive Committee

### **Roles:**

1. Agree dates for the submission of abstracts for Oral and Poster presentations at the SLTB annual meeting.
2. Ensure that the call for abstracts is widely circulated.
3. Arrange for on-line submission of abstracts in the correct format.
4. Arrange for the review of all abstracts submitted, potentially through assembly of a reviewing panel or scientific committee for this purpose.
5. Inform all abstract submitters of the outcome *i.e.* whether an abstract has been selected for oral or poster presentation and obtain confirmation of acceptance.
6. Assist in the separation of approved abstracts into logical grouped scientific sessions for the meeting.
7. Liaise with the Meetings Secretary to compile the scientific programme.
8. Assist in updating the scientific programme for the annual meeting and (once a draft is available) ensure that the current version is available on the SLTB website.
9. Select and notify session chairs for the annual meeting and distribute a list of session chair responsibilities.

10. Collate, in conjunction with additional documentation provided by the Membership Secretary and Meeting Secretary, abstracts to assist the preparation of the printed meeting programme and electronic abstract/programme book.
11. Oversee abstract publication in Cryoletters and other SLTB publications.

## Membership Secretary (potentially 2 roles)

3 year term elected through ballot of society members (new committee member) or from within the current SLTB Executive Committee

### **Roles:**

1. Maintain the SLTB membership list for all current members on the SLTB website.
2. Maintain the SLTB email contact list, including ensuring data protection and GDPR are adhered to, including identifying key advances in the field through contacting researchers with high impact publications or significant scientific output.
3. Act as primary contact point for member queries via email or website and respond in a timely manner, consulting with committee members as appropriate then responding to members directly, to deliver a consistent single contact point for members.
4. Ensure the Newsletter appears quarterly and is highlighted on the SLTB website
5. Actively invite contributions to the newsletter and handle the assembly of the newsletter, liaising with the vice-chair for editing purposes.
6. Organise a record of SLTB annual meetings that can be distributed to members to highlight and promote the activities of the society.
7. Be alert to new ideas to publicise the society and bring any such ideas to the Executive Committee for review.
8. Oversee the online presence of SLTB, including regularly updating the SLTB website, managing social media sites (Twitter, Facebook) and outgoing messages to members, through liaising with the General Secretary and Vice-Chairman.
9. Assist in the design of all flyers, posters, adverts and other publicity material for the Society as may be required for annual meetings or other public facing events.
10. Send reminder emails regarding the annual meeting (abstract and registration deadlines, etc.)
11. Receive, administer and approve, in conjunction with the Treasurer and Chairman, Audrey Smith Travel Grant applications.
12. Receive, administer with/via the Executive Committee and treasurer, SLTB David Pegg Collaboration Award applications.
13. Convey outcomes of award applications to members and applicants
14. Ensure membership fees are communicated to members.
15. Act as SLTB web manager unless a new committee role or co-opted member is put in place to take responsibility for this.

## Past Chairman

1 year term immediately following resignation from Chairman position

**Roles:**

1. Liaise with current chairman or vice-chairman to offer guidance on SLTB activities
2. Identify new opportunities for SLTB to further the objectives of the Society
3. Provide advice and guidance to the Executive Committee as required