

MID-ATLANTIC BIOLOGICAL SAFETY ASSOCIATION (MABSA)

STANDARD OPERATING PROCEDURES

DATE: 3/21/96

EXECUTIVE COUNCIL DUTIES

I. PURPOSE

This procedure describes the duties of the Mid-Atlantic Biological Safety Association (MABSA) Executive Council. These duties are necessary for establishing and implementing an effective method to handle the issues that impact the MABSA membership or biological safety.

II. SCOPE

This procedure shall apply to the Executive Council of MABSA and is subject to approval and change by the Executive Council of MABSA as per the MABSA By-Laws.

III. DUTIES OF THE EXECUTIVE COMMITTEE

A. President:

1. Acts as Chair of the Executive Council at all Executive Council meetings;
2. Participates in the Executive Council Meetings held prior to the General Membership Session;
3. Participates in voting motions offered during the Executive Council Meetings;
4. Designates and empowers special sub-committees of the Executive Council to focus on special issues, as deemed necessary;
5. Coordinates the activities of the Executive Council by establishing an agenda for each Executive Council meeting;
6. Calls the General Membership Session to order and introduces the President-Elect, who will in turn introduce the speaker for the General Session;
7. Acts as Chair of the General Membership Session meeting after the speaker finishes and runs the General Session meeting and approves the minutes from the last session;
8. Calls upon the various Executive Council Members to present reports in their areas;
9. Reports on any events/issues that might be of interest to the Membership;
10. Closes the General Membership Session;
11. Presides over the networking hour and dinner as host;
12. Reviews all reports prior to going to the Membership;
13. Serves as MABSA liaison to ABSA and reports to the ABSA Membership about MABSA activities at the annual ABSA meeting;
14. Communicates with outside agencies regarding MABSA activities;
15. Has final approval over any MABSA related activity;

16. Acts in behalf of the Executive Council for MABSA related activities, until the Executive Council can be polled for their votes;

B. President-Elect:

1. Be prepared to take over the responsibilities of President if for some reason the President cannot fulfill his/her obligations;
2. Act in the stead of the President if the President cannot attend Executive Council meetings or General Membership Sessions;
3. Participates in the Executive Council Meetings held prior to the General Membership Session;
4. Participates in voting motions offered during the Executive Council Meetings;
5. Acts as the Program Chair for all MABSA General Membership Sessions and for the annual Biosafety Symposium. This consists of the following:
 - a. Obtaining speakers for the General Membership Sessions;
 - b. Ensuring that audio/visual equipment is obtained for the speaker at the General Session;
 - c. Ensuring that the speaker is set up prior to the General Membership Session;
 - d. Assisting the Biosafety Symposium Committee in obtaining speakers and coordinating the Symposium with the Executive Council;
 - e. Giving brief updates to the Executive Council about the progress of the Biosafety Symposium and coordinating the agenda with the executive Council;
6. Work with Biosafety Symposium host in coordination with the speakers to develop handout materials for the Biosafety Symposium registrants;
7. Participates in any special sub-committees set up by the President (e.g., By-Laws Committee);
8. Sends note of appreciation to speakers after General Membership Session and after annual Biosafety Symposium;
9. Provides outgoing President memento on behalf of membership at last Biosafety Symposium chaired by President.

C. Past-President:

1. Act in the stead of the President if the President and President-Elect cannot attend Executive Council meetings or General membership Sessions;
2. Participates in the Executive Council Meetings held prior to the General Membership Session;
3. Participates in voting motions offered during the Executive Council Meetings;
4. Participates in and chairs special sub-committees of the Executive Council to focus on special issues, as deemed necessary;
5. Acts as special advisor to the President on MABSA related issues;
6. Provides guidance to the newly elected Executive Committee on procedural matters, especially during the transition period;
7. Counts the ballots both for election of officers and for ballots on special issues and reports to the General Membership;
8. Solicits sponsorship for annual Biosafety Symposium. Sends confirmation and note of appreciation to Biosafety Symposium sponsors;
9. Send notes, cards, gifts of congratulations, condolences, get well, etc. on behalf of the MABSA membership.

D. Secretary:

1. Participates in the Executive Council Meetings held prior to the General Membership Session;
2. Participates in voting motions offered during the Executive Council Meetings;
3. Maintain the MABSA Directory of paid members;
4. Issue the Directory to the membership on an annual basis;
5. Maintain an up-to-date mailing list of all members;
6. Prepare a flyer for all meetings at least a month prior to the meeting and mail along with registration materials for the meeting to the Membership. Notifies members electronically via Biosafety mailserver and MABSA homepage;
7. Communicate with the President prior to the mailings to review the registration materials;
8. Take minutes of Executive Council and General Membership Meetings;
9. Prepare write-up of meeting minutes and distribute Executive Council Meeting minutes to the Executive Council and General Membership Meeting minutes to the general membership;
10. Send special correspondence to the General Membership as required;
11. Assist the Past-President with sending General Membership notice of election of officers and ballots;
12. Assist the Past-President with counting the ballots both for election of officers and for ballots on special issues and reporting to the General Membership;
13. Send Biosafety Symposium announcements to the membership and designated others as is required by the Symposium host;
14. Send welcome letter, Directory and membership pin to new members;
15. Sends General Membership notice of election of officers and ballots;
16. Send out Call-for-Nominations with November meeting announcement;
17. Send out first Dues Notification sixty (60) days prior to end of fiscal year. Send second Dues Notification thirty (30) days prior to end of fiscal year.

E. Treasurer:

1. Participates in the Executive Council Meetings held prior to the General Membership Session;
2. Participates in voting motions offered during the Executive Council Meetings;
3. Collect dues and receipts from dinner meetings and symposium;
4. Maintain the MABSA checking account, balance the account and pay any bills generated by MABSA from this account and deposit any checks received into this account;
5. Keep records of General membership status. Send copies of completed membership renewals and new applications (via FAX or mail) to the Secretary for update of Membership Directory. Convey the changes in Membership Directory (names, titles, addresses) to the Secretary;
6. Maintain financial ledger for MABSA, hard copy and computer files;
7. Participate in an audit of the MABSA financial ledger as required by the MABSA By-Laws;
8. Prepare receipts to give to membership for dues and dinner meetings;
9. Prepare list of attendees prior to each meeting stating food preferences and payment status for use by Councillor at the General membership Session;
10. Call in dinner count and food preferences to Ramada Inn (732-828-6900) several days in advance of each dinner meeting;

11. Work with Biosafety Symposium host to develop registration documents and mailing materials for the Biosafety Symposium registrants;
12. Other financial responsibilities as designated by the President.

F. Councillor-at-Large:

1. Participates in the Executive Council Meetings held prior to the General Membership Session;
2. Participates in voting motions offered during the Executive Council Meetings;
3. Participates as a member of select sub-committees established by the President;
4. Acts as the Sergeant-at-Arms during the General Membership Session;
5. Conducts pre-meeting registration functions as follows:
 - a. Receives attendance list from the Treasurer prior to meeting indicating “paid” and “not paid” registrants. If “paid” the attendee’s name is checked on attendance list and a dinner selection is checked and meal selection indicator handed out. If “not paid”, cash or check is collected from the attendee and their dinner preference is taken and meal selection indicator handed out. “Not paid” late registrants’ dinner selections are communicated to the Treasurer at end of registration;
6. Provides markers and name tags for individuals to sign for identification at meeting;
7. Ensures the following forms are available:
 - a. MABSA Membership Application Form;
 - b. MABSA Membership Renewal Forms;
 - c. Registration and Meal Receipt Forms;
8. Participate in an audit of the MABSA financial ledger as required by the MABSA By-Laws.

G. Alternates to the Executive Council:

1. When Executive Council Member cannot attend an Executive Council meeting the President shall designate a Past President that will attend as a general member of the Executive Council;
2. The designated alternate has full voting rights for the meeting that they are in attendance for;
3. Designated alternates to the Executive Council may be called upon to participate in special sub-committees at the request of the President;
4. If the Executive Council Member cannot fulfill their obligation the designated alternate will fill in as a general member of the Executive Council for that executive Council member until a permanent replacement is named.

Addendum 1 – [Annual Membership Dues](#)

Addendum 2 – [Election Process](#)

Addendum 3 – [Annual Symposium Timeline](#)

Addendum 4 – [Gathering Speaker Information](#)