

## **Guidelines: SRA Specialty Group Chair Responsibilities**

See [http://www.sra.org/sites/default/files/pdf/Specialty\\_group\\_Guidelines\\_final.pdf](http://www.sra.org/sites/default/files/pdf/Specialty_group_Guidelines_final.pdf)

### **Summary - key points**

- I. Support the SRA Annual Meeting:
  - a. Encourage submission of abstracts and symposia
  - b. Review abstract and symposia submissions and attend Annual Meeting Committee (June)
  - c. Select a student merit award
- II. Host a specialty group meeting during the Monday lunch session at the Annual Meeting
- III. Attend or send delegate to SG Committee meeting at SRA annual meeting
- IV. Provide scientific and technical leadership for your specialty area (promote sharing of information, hosting/organizing seminars and webinars, scheduling conference calls, etc.)
- V. Provide at least one article in the SRA newsletter per year
- VI. Ensure updated SG website
- VII. Manage SG funds
- VIII. Elect officers for the SG for next year (according to by-laws)
- IX. Communicate with the Specialty Groups Chairs (SRA Council members)