

SRA Specialty Group Handbook

Approved December 2025

Risk analysis specialty groups represent a substantive or disciplinary area of interest relating to risk analysis. Members of SRA can join any Specialty Group (SG), and can be members of numerous groups. Throughout the year, SGs host webinars, panels, meetings and other professional development events, and each group may sponsor sessions at the Annual Meeting. Each SG also hosts a website and discussion board where members can collaborate on projects and share ideas with each other. Any individual or group may submit an application to the Council for approval for the establishment of a SG.

The purposes of this SG Handbook are to:

- help new or prospective SG leaders become familiar with SG functions and the SRA,
- affirm a common set of guidelines and procedures for existing SGs, and
- provide convenient hyperlinks to relevant resources where they are referenced

The SG Handbook is comprised of 8 sections and 4 appendices outlined below.

1. Introduction and Benefits
2. Mission
3. Composition and Operations Guidelines
4. Main Activities
5. Minimum Operational Expectations
6. Reports and Reporting
7. Membership and Dues
8. Communications

Appendix A - Annual Report Template for SGs

Appendix B - Forming New SGs

Note that SRA currently contracts with an Executive Secretariat (Burk and Associates Inc.) who subcontracts to a communications/marketing company to provide administrative support for the society, the SRA Council/Board, Regional Organizations, and Specialty Groups.

1. Introduction

The SRA Specialty Groups (SGs) reflect the diversity of SRA membership and help SRA members to connect with other members, SRA Council/Board, and the SRA Secretariat to foster intellectual exchange, leadership and professional development, and networking around the core subjects and applications of risk analysis (risk analysis fundamentals; risk assessment; risk perception and communication; risk management and governance; and solving real risk problems and issues). SGs are expected to maintain active working relationships between the SG and SRA, including:

- Provide networking opportunities for new members to meet leaders and peers in their own fields and other fields contributing to risk analysis
- Help members to “find a home” within our large and diverse society
- Attract new members to SRA
- Provide mentoring opportunities for students and new members
- Keep all of SRA updated on recent developments in their field
- Provide leadership opportunities by encouraging members to submit symposia and abstracts for annual meetings, webinars, and podcasts
- Provide special programming including seminars and workshops in their topic area
- Encourage submissions to *Risk Analysis*
- Assist with administrative and financial matters
- Provide opportunities for professional recognition and awards for outstanding contributions to SRA and the science of risk analysis
- Provide travel awards to encourage participation in SRA meetings and workshops
- Provide camaraderie and encourage debate about risk analysis

Fostering active and engaged SGs strengthens SRA, deepens shared insights through different lenses, and promotes cohesive and thoughtful informed decision-making regarding risk by spanning traditional disciplinary boundaries and sectors (academic, regulatory, industry, other stakeholders).

2. Purpose

A major purpose of SRA and its SGs is to promote understanding of aspects of risk analysis with context essential for informing decision-making. SGs can fulfill this purpose by various means, chiefly those listed below.

- a. Provide a public forum for the discussion of risk analysis issues within an SG’s discipline.
- b. Foster the advancement and understanding of new methodologies and technology in the practice of risk analysis disciplines.

- c. Serve as a portal to resources on risk analysis within risk analysis disciplines;
- d. Represent the interests and goals of SRA and its SGs to other groups in SRA and to allied professionals and organizations within risk analysis disciplines.
- e. Encourage dialogue and debate about evidence, models, and tools for developing deeper understanding of the complexities of risk analysis and for better informing decision-making.
- f. Enhance communication between SRA leadership and SG members.
- g. Develop membership within SRA and SGs while fostering diversity, equity and inclusion amongst that membership.

3. Composition of SG membership

- a. *Encourage membership from the three realms of academia, business, and government:* SRA's membership composition reflects tripartite membership and diverse interests. SG members should reflect these professional sectors as well as possible.
- b. *Inclusion of students and young professionals:* The SGs should actively include students. Student participation is beneficial to the SGs, encourages student development and empowerment, provides mutual networking benefits for long-term professional collaborations, and enhances SRA membership.

4. Operations Guidelines for SGs

- a. The leadership structure and terms of service should be established in the SG Charters. Sample Charters may be requested from the Secretariat.
- b. SG officers and voting members must be members of SRA. An active membership of at least 20 SG members is recommended.
- c. SGs are expected to engage in respectful communication with members, conduct organized meetings with advance announcements, agendas, and publicity, publish minutes listing action items, and otherwise operate effectively to achieve SG goals and action items.
- d. SGs are expected to maintain Charters and post them on the SRA website

5. Main activities of SGs

- a. Organize and publicize periodic webinars (through the Risk Science & Translation Committee), special, possibly hybrid, meetings, special issues of *Risk Analysis* related to SG disciplines ([see example call here](#)), and short articles to the SRA Newsletter (via the Communications Company). Webinars can be requested via [this google form](#), and Newsletter requests and email blasts can be requested via [this google form](#).

- b. Communicate regularly with members via SRA's membership database (at least quarterly), forwarding notices of events of interest to members (e.g., webinars, calls for abstracts, student spotlights, member publications, etc.).
- c. Hold SG business meetings at SRA Annual Meeting.
- d. Provide opportunities for networking with SG members and mentoring students and young professionals in SG disciplines.
- e. Collaborate with other SGs, Regional Organizations, and other professional societies to engage with others in risk analysis disciplines that may not directly overlap with SG disciplines.
- f. Conduct periodic member polls to learn their interest and priorities (for example, topics for webinars, speakers, ideas for collaborative projects and publications).
- g. Provide updates for the SRA website (e.g., newly elected or vacated officer positions, events, activities) as needed
- h. Provide regular input on SG events and activities for the weekly e-newsletter by Friday afternoons
- i. Nominate a paper published in Risk Analysis for the annual best paper award selected by the journal editorial staff

6. Minimum Operational Expectations

- a. SGs must
 - i. Comply with and post SG Charters and update them periodically
 - ii. Prepare and submit an annual report on SG activities before the SRA Annual Meeting, as per template in Appendix A
 - iii. Hold annual elections of officers. Holding elections electronically prior to the Annual Meeting is highly recommended. Immediately following an election send the list of officers to the Secretariat (via [Jill Bressler](#)) for its records and for updating the SRA website.
 - iv. Hold at least one meeting or activity for SG members each year.
 - v. Ensure that an SG officer (generally the Chair) represents the SG at SRA annual meetings and participates in periodic meetings with SRA Council/Board liaisons
 - vi. Select a student merit award winner. Develop a process for and select a student merit award winner annually. If an extended abstract or other documentation is required, coordinate with the Secretariat and the Annual Meeting Program Coordinator.
 - vii. Provide updated materials for SG websites to SRA Secretariat and its communication team to post

- viii. Nominate a paper published in Risk Analysis that made significant impacts to the theory or practice of risk analysis for annual best paper award
 - ix. Respond promptly to requests from Secretariat
- b. The SRA Secretariat must: {information below addressed by ticketing system: email to submit requests for action: SRA@baitickets.supportsystem.com}
 - i. Acknowledge receipt of requests for information from SG Chairs within two business days
 - ii. Respond to requests for information from SG Chairs within five business days
 - iii. Follow-up with SG Chairs to verify that the response provided adequately addressed the request
 - iv. Assist SGs with updating SG websites
 - v. Provide access to SG membership lists
 - vi. Provide access to financial information from SG dues and other revenues

7. Reports and Reporting

- a. The organizing document for SGs are Charters. Newly-forming SGs can request Charter samples from the SRA Secretariat.
- b. The SG annual reports will be considered at the first SRA Council meeting at the Annual Meeting using the template provided in [Appendix A](#). The SG names should convey the subject matter of the SG in a few words followed by “SG” and can be changed by proposal in the SG Annual Report.
- c. Petitions for forming new SGs will be considered at the first SRA Council meeting at the Annual Meeting using the template provided in [Appendix B](#).

8. Membership and Dues

- a. Maintain active SG membership of approximately 20 members
- b. SG dues (\$15 per year or higher) are recommended to provide resources for support of the SRA Annual Meeting travel for the Chair (or representative officer) and symposium speakers as needed, as well as to support activities and events of interest to members and maintain financial health of the SG.
- c. All fundraising must be coordinated with the SRA Secretariat.

9. Communications

- a. The SRA Secretariat maintains and supports the SRA and SGs:
 - i. member databases
 - ii. “email all SG members” functions on SRA website, use [this google form](#) to request email blasts
 - iii. Process election ballots in coordination with SGs
 - iv. social media pages (LinkedIn, Facebook, Instagram, (Twitter)
 - 1. If a specialty group chooses to have its own social media, the SG needs to coordinate with the SRA Secretariat or its communication team

SRA SG HANDBOOK: APPENDIX A

Template for Preparing a SG Annual Report to SRA Council

SGs shall report annually to the SRA on its activities during the previous calendar year. This report, which can be brief and submitted via the SRA website form (shared on the Advisory Reports and Agenda to Chairs), should be submitted to the co-chairs of the SG Committee and the SRA Executive Board the week following elections in the reporting calendar year. The Annual Report should contain at minimum the following sections:

Reporting Period to which the report pertains

Contacts Main contact details for the SG

Officers Names of current Chair/President and Officers

Leadership Plan Details of proposed plans for leadership structure and succession (election of new Officers etc.) for the following calendar year

Membership Provide summary information available for the current membership, and any significant changes since the last reporting period

Past Activity A brief narrative outlining the main activities and highlights from the past calendar year

Future Activity A brief narrative outlining the main activities ongoing or planned during the next calendar year

Other Issues or Requests Please document any issues for consideration by the SRA President and the SRA Council

Nominations SRA Council and the Awards Committee would welcome suggestions for any individuals in the SG who might be considered to receive an award or be candidates for one of its SRA Offices

SRA SG HANDBOOK: APPENDIX B

Information Required in a Petition for SG Status

Please provide answers under all headings, plus any additional information that you deem relevant. Do try to keep responses succinct – not to exceed 1,000 words.

Proposers Main proposer(s) – names(s), main institutional affiliation(s), full contact details, current SRA membership status, past involvement of the proposer(s) within SRA or other SGs. Names of proposed Chair/President and Officers during the 3 years of operations if different from the above.

Institutional Support Details of any institutional support (financial or in kind) that the SG can draw upon in its initial years.

Scope Define the discipline to be covered and specify the SG name.

Eligibility How the membership eligibility of individuals to join the SG will be established, if appropriate

Scientific Narrative Please provide a narrative justifying a separate SG including, for example:

- (a) why the proposers believe that this SG is necessary now?
- (b) how it fulfills a role that SRA or other SGs cannot currently fill
- (c) known existing strengths within the field of risk analysis specific to the SG and of the proposer(s)
- (d) how the organizers will seek to build knowledge and expertise within the SG across a portfolio of SRA science topics
- (e) whether and in what ways the SG's activities will add to or extend the existing scientific activities of the SRA

Inception Proposed inception date of the SG. Procedure for developing and agreeing amongst the founding members a constitution. If you have already developed a set of draft SG Charters please include these as an Appendix.

Governance and Management Proposed governance structure of the SG – e.g. proposed positions/officers, committees, voting procedures and dispute resolution mechanisms. Please include a narrative regarding who has responsibility, and

mechanisms for delivering, the management of the SG activities on a day-to-day basis both during its inception period and thereafter.

Financing

- (a) Institutional and/or financial resources available to support the SG and its officers during its start-up phase (first 3 years). Please include an indicative annual budget for this phase
- (b) Envisaged support and sources of support beyond the first two years. Again provide an indicative estimate of a steady state annual budget (estimated income, commitments, contingencies).
- (c) Estimates of member fees including discounts for e.g. early career or otherwise disadvantaged researchers
- (d) Method of fee collection (SRA Council encourages use of SRA facilities for this), proposals for establishing travel bursaries or other support to members
- (e) Indicate how participation in the annual SRA conference of the Chair/President or her/his representative will be enabled in the first instance

Membership Estimates of (a) potential membership immediately after establishment demonstrating the scope for the minimum membership deemed viable (at least 20 members) and (b) potential for expansion over the following 5 and 10-year period. We strongly advise that proposers thoroughly canvass potential members in advance of submitting this petition, and where possible to provide details (names, institutions, e-mails) of individuals or organizations who have expressed an interest in membership and the formation of the SG.

Planned Activities Please provide a short description of the planned activities in the first 3 years of operation of the SG as well as plans for the sustainability of the SG beyond that point. These should include proposed purpose and structure (i.e., leadership plan for its first three years, planned annual activities, initial institutional or financial sponsorship available if any) and the plan to sustain the SG (i.e., targeted member recruitment strategy, leadership transitions, longer term sponsorship possibilities)

Reporting State who has responsibility for annual reporting to SRA

Program of Events Proposed initial program of events

Inclusion Statement of how the SG will deliver Equality, Diversity and Inclusion across its governance and scientific activities.

Communications Plan Statement of the SG communications plan

Charters Append a Draft of the proposed Charters for the SG, or a statement of intention to follow an existing SRA Charter model [see website for examples]

Proposals can be submitted to the SG Committee co-chairs and the SRA Executive Board.