SPECIALTY GROUPS COMMITTEE CHARTER

Purpose

The Specialty Groups Committee (hereafter "Committee") shall help develop and maintain a network of active Specialty Groups within the Society, which in turn will provide members with opportunities for technical and policy interchange with fellow experts in the various disciplines and topic areas represented within the Society.

Membership

The Committee shall be chaired by a Board member appointed by the President and composed of the Chairs of each Specialty Group (or their designee). The Chair shall be responsible for maintaining a membership list and overseeing the functions of the committee.

Authority

The Committee is established by the Bylaws and has no power or authority to act on behalf of the Board.

Duties and Responsibilities

The Committee shall have the following duties:

A. Encourage the Specialty Groups to actively participate in the planning of the Annual Meeting, particularly in the development of topical symposia, roundtables, and pre-meeting workshops.
B. Monitor the roster of Specialty Groups, so that important fields within risk analysis are appropriately represented by one or more Specialty Groups, while minimizing duplication and overlap among groups.
C. Develop and maintain criteria used to determine whether proposals for additional Specialty Groups are meritorious.
D. Interact with the Secretariat to maintain accurate and up-to-date lists of the membership of each Specialty Group, and to provide electronic distribution lists so that group officers can readily communicate with group members.
E. Work with the Board to increase membership in the appropriate Specialty Groups among the SRA members from outside the U.S.
F. Work with the Member Engagement and Risk Science and Translation Committees to provide technical resources from among the Specialty Group membership to assist in projects undertaken by those Committees.

G. Evaluate the dues, fundraising and budgets of each Specialty Group annually and in consultation with the Finance Committee.
H. Recommend to the Board how membership fees allocated to specialty groups are distributed across the specialty groups.
I. Annually review and assess the utilization of the SG Handbook by Specialty Groups and propose changes as appropriate.
J. Recommend to the Board when merging or discontinuing of particular Specialty Groups might be warranted.
K. Other activities as directed by the Board.

Meetings

The Committee will meet no less than quarterly, including at least one in-person meeting at the Annual Meeting. Committee decisions will be made by a majority vote of members, or voting electronically between meetings, as appropriate. An agenda will be sent in advance. The agenda will be annotated during the meeting as a record of the discussion and decisions. These notes shall be posted on the SRA SG page as a quarterly written report, which will include details of Committee discussions with documented recommendations and decisions.

Reporting

The Committee will produce a quarterly written report, which will include details of Committee discussions with documented recommendations and decisions. These reports will be completed no less than one week before each Advisory Council meeting and forwarded to the Committee membership and the Board designate for proper filing. All committee reports, to the extent not confidential, will be made available to the Advisory Council. The Committee should also provide regular updates to the communications contractor so that the membership can be apprised of the Committee work via regular internal communications.

Evaluation

The Committee will annually review the charter and propose changes to the Board as appropriate.

Board Liaison

An at-large Board member identified by the President will serve as the Chair and Board Liaison, providing a direct link between the Board and the Committee. The President will identify a co-Chair from the Board or a past SG President to assist with Committee duties.

Charter Record	
Written or modified by:	Approved by the Board on: July 16, 2025
Unknown	December 2006
Jade Mitchell, Peg Coleman	TBD
Felicia Wu	7/14/2025