

## **SSR Ad Hoc Emeritus Committee: Standard Operating Procedures**

**SSR Website:** The Emeritus Committee is responsible for developing a program that will educate young scientists about the historical perspectives relevant to current research in reproductive biology. The Emeritus Committee also makes recommendations to the Board of Directors about activities at the Annual Meeting and makes recommendations to the Program Committee Meeting specifically designed to be an incentive for Emeritus members to attend the annual meeting.

**Purposes and Activities of the Emeritus Committee:** The Emeritus Committee was established to promote continued interest and participation in the Society by Emeritus members. The committee sponsors the Emeritus/Senior Breakfast and makes recommendations to the Program Committee for a historical perspectives lecture topic and speaker at the Annual Meeting. The committee may propose other activities involving emeriti for approval by the Board of Directors. **Note: Unless specifically described otherwise, communications within the committee or from the committee to its constituency may be via email or postal mail, as the committee determines.**

### **Schedule of Committee Chair Activities:**

#### **APRIL/JUNE –**

1. Send a letter of welcome to new members of the committee and a letter to continuing members confirming their desire to serve.
2. Request information regarding Annual Meeting attendance. Encourage attendance at the meeting.
3. Prepare Committee report to Board of Directors for Summer meeting (due ~ July 1).
4. If desired, prepare article for June SSR Newsletter regarding pioneer scientist to be honored at Emeritus/Senior breakfast (due early May)

#### **JUNE/JULY –**

Arrange for time and place to hold a Committee meeting during the annual meeting.

#### **EARLY JULY –**

Contact the individual designated to present tribute at the Emeritus/Senior Breakfast to ensure all is proceeding according to plan.

#### **JULY/AUGUST –**

1. Host the Emeritus/Senior Breakfast.
2. Introduce the individual to present the tribute honoring a legendary pioneer of reproductive biology.

#### **SEPTEMBER/NOVEMBER –**

1. Contact committee members relative to identifying the pioneer scientist to be honored at next year's Emeritus/Senior Breakfast.
2. Arrange for a committee member or some other appropriate person to prepare the presentation honoring the chosen individual at next year's Emeritus/Senior Breakfast.
3. Contact Business Office to obtain costs relative to developing a budget for the Emeritus/Senior Breakfast. Include cost of the meal, waived registration for special guests (if any), and AV equipment (if needed).
4. Make recommendations to the President-Elect for appointments of Emeritus Committee members for one-year terms to begin at next Society meeting.

#### **JANUARY/FEBRUARY –**

1. Contact SSR Business Office to confirm date and time of the Emeritus/Senior Breakfast as well as its cost. Confirm with the Business Office that the Emeritus/Senior Breakfast will appear as an item on the Registration Form for the Annual Meeting.
2. Send special letters of invitation to former graduate students, postdocs, and colleagues of the individual to be honored at the breakfast inviting them to attend.
3. Send , via email, letters of invitation to attend the breakfast to Emeriti and senior members of the Society.
4. Prepare Committee Report for Mid-Winter Board meeting (due ~ January 1); request approval of budget (if necessary) to offset or underwrite a portion of the cost of the Emeritus/Senior Breakfast.

*Directors can serve as ex officio members on committees, but should not be members of committees. While they are members of the Board of Directors, they cannot be chairs of committees. Ex officio members and Board Liaisons can participate in all committee communications and discussions, but they cannot vote on committees. Trainee members can serve on committees when invited and participate in all committee communications and discussions. The trainees on the committee can vote.\**

*\*As approved by the SSR Board of Directors at the 2012 Summer Board Meeting.*