

## **Officer Descriptions and Responsibilities of the Officers of the RNA Society** **Revised 9/15/2018**

*Note-The Society Articles of Incorporation – found in annual directory - outlines some of these responsibilities and you are encouraged to review this document for clarification of the Society organization structure. Note that the position of CFO was established in 2005 (corresponds to Chair of Finance Committee described in Articles of Incorporation). Also note that some committees, such as Publication and Finance Committee are less structured than outlined in the Articles of Incorporation. Lastly, the Society has established additional positions (e.g. webmaster, editor of newsletter, etc.) not discussed in the Articles of Incorporation to formalize responsibilities of these volunteers.*

**President** (two-year term but also works as pres-elect and past-pres; elected official);  
*Personality – strategic thinker and engaged in Society activities; will make time to complete tasks on time and return emails from CEO, CFO and others involved in Society business.*

1. Represents the Society where appropriate
2. With the help of the directors, CEO and CFO, develops long range plans to enhance membership, strengthen the annual meetings program, and in collaboration with Editor-in-Chief of RNA, develops plans to enhance the Society journal.
3. In the case where the Society needs a new CEO and/or CFO, the President is responsible for coordinating the placement of appropriate advertisements for such positions, interviewing candidates and determining their suitability for the position. The president may choose to enlist the help of the Sec/Tres, Past Presidents and Directors to accomplish this task. The CEO/CFO will be responsible for providing a job description to the President so that s/he can begin the search.
4. Reviews and signs off on all contracts/agreements or delegates signature authority to CEO.
5. Appoints (with Board advice and consent) all members of committees, including nomination/elections committee.
6. Is available (via email and by phone) to deal with Society issues together with the CEO, CFO and directors as they arise throughout the year
7. Selects the Nominations Committee with the approval of the Board
8. Chairs the Award Committee
  - a. Award committee consists of Pres, Sec/Tres, 3 outgoing board members, Chief Editor of RNA and one editorial board member
  - b. Send congratulatory letters to winners of Lifetime Achievement Award winners
9. Writes the president's column for the Society Newsletter in January and July/August
10. Attends all RNA Society business meetings at the annual meeting
11. Communicates with in-coming president to pass on key information and ensure that Society business is dealt with in an uninterrupted manner. Materials that may be passed on include letters written to solicit members, letters to potential nominating committee members, and letters congratulating newly elected officers.

Past President

1. Works with Editor-in-Chief, Tim Nilsen, and Editor Phil Bevilacqua on the selection of the Scaringe Award winners.
2. Serves as a mentor to the Graduate Students/Postdoctoral Fellows Committee

**Society Secretary** (three-year term; appointed official)

*Personality –engaged in Society activities; will make time to complete tasks on time and return emails form CEO, CFO, President and others involved in Society business.*

1. Attend, take notes and write up summaries of the Business meeting, Meetings Committee meeting, and any ad hoc meetings that occur at each annual meeting of the Society. These summaries serve as legal documents for the Society.
2. Serve on the Awards Committee and coordinate their activities to ensure timely determination of the lifetime award winners
3. Serve on the Nomination Committee to assist the Chair of the Nomination Committee in collecting the statements and bios from candidates. The collated bios are returned to the Nominating Committee Chair and to the CEO for distribution with the ballot.
4. Serve in an administrative capacity throughout the year when the need arises, as called upon by the CEO and/or the President.
5. Approve, update and monitor the content of Society website with the help of the webmaster. (primarily updating officers on both the Public page and the members-only pages)
6. Keep the history of the Society
  - a. Record decisions of the Board, and archive the email transcripts of those deliberations.
  - b. Maintain a database of officers, meeting organizers, etc.
  - c. Ensure that “unwritten rules” are written down

**Directors** (two-year term; elected official)

*Personality – Someone involved in the Society and willing to assist with developing the Society.*

1. Develops and contributes to long range strategic planning for the Society
2. Attends annual meeting and all business meetings that take place including the Board of Directors meeting and Meetings Committee meeting.
3. Responds to emails from the President and CEO in a timely manner so as to resolve Society issues
4. In their last year as Directors, serve on the Awards Committee
5. Serve on the Finance Committee

**CEO** (serves 3 year renewable term)

*Personality – strategic thinker engaged in Society activities; able to implement projects and manage multiple timelines; effective communicator able to gain consensus among disparate groups of various ages; detail oriented problem solver; decision maker; able to review all options with various stakeholders and gain agreement on best options for the Society; effective negotiator with experience managing contractors (and the associated contracts). Knowledge of non-profit business operations and challenges faced by these organizations is helpful.*

*NOTE: Time that is required to coordinate the activities, manage contractual relationships, and ensuring timelines is not accounted for in activities noted below as they generally span more than one activity.*

2. In collaboration with the President and Directors, establishes and implements long-range strategic plans for the Society. This may include establishing electronic processes with contractors, assessing options for new society management organizations (to replace FASEB), etc.
3. Represents the Society where appropriate in negotiations, with contractors (CSHLP, FASEB, etc.), and at other scientific meetings.
4. Ensures that all contracts are appropriate and financially sound prior to having them signed by the CEO/President
  - a. Retains copies of all contracts signed by CEO
    - i. Meeting site contracts
    - ii. Abstract site contracts
    - iii. FASEB
    - iv. CSHLP
    - v. Councilors
5. Serves as manager of the Society journal. Coordinates and discusses publishing activities with CSHLP (*See ARTICLE XI in Society Articles of Incorporation for details*)
  - a. Has authority and responsibility for the journal's business affairs including contracts for publication, dispersal of support funds, and other related business activities
  - b. Coordinates site visit with CSHLP (includes Editor & CFO)
    - i. In collaboration with John Ingles (CSHLP) develops an agenda for the meeting and collects relevant data for discussion
    - ii. In collaboration with Editor-in-Chief of RNA and CFO, establishes pricing for RNA
  - c. Works with CSHLP as necessary to update marketing and advertising material
6. Oversees the administrative and membership activities coordinated by FASEB including annual review of databases, membership renewals, etc. Done in coordination with the Membership Chair.
7. Chairs the Board of Directors meeting at the annual meeting
  - a. Prior to the meeting, develops an agenda and distributes to the board for discussion (2-3 weeks in advance of meeting)
    - i. Requests input from president and past president
    - ii. Collects names of those attending the board meeting and ensures that they receive relevant materials
  - b. Ensures that CFO has all that s/he needs for budget planning and review budget (e.g. subscription costs, dues, meeting budget, etc.)
  - c. Contacts Editor-in-Chief of RNA for any updates to be discussed at the board meeting
  - d. Contacts FASEB for update on membership numbers and presents trends
8. Ensures that all committees are established in a timely manner. Done in coordination with the President.

- a. These include the Nominating committee, the Award committee, and the RNA Society/Scaringe Award committee.
  - i. Solicit funds from Stephen Scaringe to support fellowship
9. Works with the CFO to develop annual budget for the Society. Activity includes projecting membership, establishing pricing for journal, establishing meetings budget as needed.
10. Ensures that Annual Meeting Program is on track. Done in coordination with the Meetings Committee Chair
  - a. Works with Chair of Meetings Committee to ensure long range planning of meeting is occurring on a timely basis
    - i. Review proposals from sites
    - ii. Complete site visit with committee chair, CFO and lead organizer
  - b. Updates Organizer Handbook and distributes to meeting organizers at least one year in advance
  - c. Establishes meeting timelines and distributes to organizers
    - i. Ensures that timeline is maintained as the meeting approaches.
  - d. Facilitates communication between scientific organizers, on-site coordinator, abstract services and generally keep everyone on schedule
  - e. Performs a site visit two years prior to the meeting to ensure site details are discussed with on-site coordinators
  - f. Develops and reviews contracts with various parties ensuring all necessary activities are accounted for and budgeted. Ensures that all contracts are signed in a timely manner.
  - g. Works with the CFO to finalize the budget for the meeting and finalize the registration costs
  - h. Manages business details of meeting except program; the latter is the responsibility of the organizers. Example activities include but are not limited to:
    - i. Ensures all parties (organizers, contractors, etc.) are on track and communicating to ensure timely completion of necessary meeting related tasks; includes answering questions from organizers and on-site organizers and making decisions to ensure timely planning for the meeting
    - ii. Ensures that websites are being completed in a timely manner; Provides any required information for registration and abstract websites
    - iii. Sends promotional information to various outlets (Membership, RNA Society website, AAAS calendar, ASBMB Today, LinkedIn, etc.) to advertise meeting.
    - iv. Provides information about officers, membership, awards, etc. for front of abstract book
    - v. Resolves contractual issues and broadly tracks expenses to monitor progress.
    - vi. Completes a final walk through with contractors post meeting, to close out processes and ensure timely accounting of meeting expenses.
    - vii. Serves as back-up organizer should the need arise.
11. Oversees Membership renewal (via FASEB) in conjunction with the Membership Chair
  - a. Writes letters to members soliciting membership renewal to be distributed by FASEB

- b. Chases delinquent members in the Spring to encourage them to renew
- c. Works with FASEB to maintain and update an electronic membership renewal system
- d. Develops new mechanisms/plans to increase membership of the Society
  - i. Develops brochures, etc.
- 12. Develops eBallot for each election
  - a. Collects names and biographies of nominees from President and Nominating committee
  - b. Develops questions for use in the survey portion of the eBallot
  - c. Tests the eBallot site before opening it to the members
  - d. Updates website and eBallot letters with webmaster and FASEB, respectively
  - e. Coordinates election completion with FASEB
  - f. Distributes results to President. Helps president write congratulatory letter to winners and thank you letters to those who did not win
  - g. Ensures election results are sent to all members prior to the annual meeting.
- 13. Approves and monitors the content of Society website
  - a. With the help of the webmaster, determines if new features should be added to enhance member experience
- 14. *(could be distributed to Secretary/Treasurer)* eJobs
  - a. Screen all incoming job posting for appropriateness and send to webmaster for posting
- 15. eNewsletter
  - a. In partnership with newsletter editor, determines what other content should be included and coordinates acquisition of the content with editor of newsletter
  - b. Writes CEO piece
  - c. Edits and distributes to members (via FASEB) and to Society website
- 16. Develops yearly notes of on-going activities of the Society for the president and past president
- 17. *(could distribute to Secretary/Treasurer)* Keeps the history of the Society
  - a. Maintains a database of officers, meeting organizers, etc.
  - b. Ensures that “unwritten rules” are written down
- 18. Reviews non-profit status and ensures Society meets IRS requirements.

**CFO** (Chief Financial Officer; serves 3-year renewable term)

*The role of Chief Financial Officer (CFO) is established in ARTCILE IV, section 6 of the bylaws of the RNA Society.*

*Section 6. Chief Financial Officer (CFO). The CFO shall be appointed by the Council and is responsible for all funds and securities of the Society, shall ensure that all record-keeping, filing and other tax requirements of the Internal Revenue Service are met, shall prepare an annual financial accounting for submission to the Council, and shall perform other duties that usually pertain to this office.*

*Personality – Engaged in Society activities; makes timely decisions; effective communicator; knowledge of budget development and management; ability to work with external contractors and communicate financial decisions.*

1. Develops an annual budget for the Society in consultation with the CEO
2. Prepares Society financial statements in accordance with the financial reporting framework GAAP and provide financial reporting to the Board on a quarterly basis.
3. Chairs the Finance Committee through which s/he
  - a. Coordinates regular committee reviews of Society finances
  - b. Provides recommendations for financial process and policy updates
  - c. Facilitates regular discussions between the committee and the Investment Fund Manager
  - d. Develops committee recommendation for approval of the Board
4. Manages financial contracts and resources wisely based on strategic needs
  - a. Assists the CEO with financial review of all contracts and agreements prior to signing by the CEO or President
  - b. Works with the Board, President, and CEO to review the financial impact of new program proposals
5. Partners with the President and contracted Investment Fund Manager to establish a Major Gifts & Development Program
  - a. Assists with the establishment of financially responsible practices and guidelines for major gifts and long-range development fundraising campaigns
  - b. Aids with donor outreach to answer financial and investment questions from the gift provider
  - c. Works with Investment Fund Manager to
    - i. Develop investment policies for major gifts and endowments
    - ii. Invest funds per established policies
    - iii. Provide Finance Committee, President, and Board and with financial updates on gifts received
6. Coordinates fund management with the contracted Financial Investment Manager
  - a. Reviews monthly investment statements
  - b. Develops and update policies and plans for the Society's investment and emergency funds
  - c. Performs regular phone calls to review investment performance, determine course corrections using stated goals in Society Investment Policy, and plan for the financial year
  - d. Retains account information, secure financial signing ability, and establish access on behalf of the Society
7. Coordinates financial business of the Society with contracted society management provider
  - a. Oversees Society financial management via the FMS database run by external vendor, and approves payments via web-based system
  - b. Oversees the development of regular financial reports
  - c. Oversees annual tax preparation and audit process ensuring timely completion
  - d. Monitors cash flow and operating accounts to ensure sufficient capital is available to continue business as usual

- e. Retains bank account information, secure financial signing ability, and establish access on behalf of the Society
- f. Participates in discussions of society management contract renewals as needed
- 8. Annual Meeting Responsibilities
  - a. Helps CEO, organizers and on-site coordinator establish budget for the yearly meeting
  - b. Performs site visits to select upcoming venues, and to ensure that all is in order for the upcoming meeting
  - c. Manages reimbursement and award disbursements with accountant
- 9. Journal Responsibilities
  - a. Attends the annual meeting with the publisher to review journal finances
  - b. Participates in discussions of contract revisions as needed

**Editor-in-Chief of the Society Journal** (terms of appointment subject to approval of the Board of Directors; term subject to approval of Board upon recommendation of the Publications Committee)

*(Details of publication operations of the Society can be found in ARTICLE XI of the Articles of Incorporation; note the Articles of Incorporation state that Society should have publication committee to oversee the journal—this has been an ad hoc committee).*

1. Develops and implements the strategic vision for the journal in conjunction with associate editors and editorial advisory board
2. Responsible for editorial decisions relative to the journal
  - i. Communicates editorial guidelines to associate editors
  - ii. Assigns manuscripts to associate editors
  - iii. Processes manuscripts in a timely manner and ensures associate editors do likewise
  - iv. Coordinates (through editorial office assistant) activities with publisher after manuscript acceptance; manages work of editorial assistant
3. Appoints Associate Editors (subject to approval of the Publications Committee)
4. Attends annual meeting with the publisher to discuss journal status, financial standing and future journal publishing initiatives
  - i. Responsible for prudent financial management of the editorial office
  - ii. Works with the CEO to negotiate changes in financial structure of the editorial office
5. Establishes regular editorial team meetings to develop strategies for recruiting manuscripts to the publication and implementing strategic objectives
6. Promotes the journal to the scientific community through attendance at scientific meetings.

**Deputy Editor-in-Chief of the Society Journal** (terms of appointment subject to approval of the Board of Directors; term subject to approval of Board upon recommendation of the Publications Committee)

*The duties and responsibilities as Deputy Editor-in-Chief should be performed by a person broad scientific knowledge in the field of RNA, and with extensive experience in editing scientific manuscripts. The individual should be, or should become, familiar with all aspects of the journal's editorial process, so that he/she can step in as Editor-in-Chief when that becomes necessary. The Deputy Editor-in-Chief reports to the Editor-in-Chief on a day-to-day basis, and ultimately to the Board of Directors of the RNA Society. Specific duties include, but are not limited to:*

1. Develops a yearly budget for the Society in consultation with the CEO (due April-May of the preceding year)
2. Oversee handling of ~1/3 of manuscripts submitted for publication in RNA, as agreed upon with Tim Nilsen, Editor-in-Chief. This will begin with manuscripts on ncRNAs, but adjustments will be made to achieve the 1/3, 2/3 split between the Deputy Editor-in-Chief and the Editor-in-Chief.
3. Help coordinate strategies for development of the journal with the Editor-in-Chief through periodic phone calls with the Editor. Topics for consideration might include:
  - a. Solicitation of a comprehensive series of Review Articles in a format such as "RNA Book"
  - b. Solicitation of other types of Review Articles
  - c. Solicitation of a series of Opinion/Editorial pieces
  - d. Expansion of the scope of RNA to areas such as Cell Biology, Structure, Genomic analyses, and descriptions of newly developed or updated databases.
  - e. Strategies to maintain and increase the number and scientific quality of the manuscripts submitted and eventually published.
4. Help coordinate mechanisms of manuscript oversight with the Editor-in-Chief and the Editorial Assistant, Ann Marie Micenmacher.
5. Attend the annual meeting of the Cold Spring Harbor Laboratory Press
6. Help prepare the annual report for the meeting with the Cold Spring Harbor Laboratory Press.
7. Help coordinate periodic meetings/phone conferences with the Editors of RNA to discuss policies and discuss issues that have arisen. One such meeting is proposed to take place at the 2018 RNA Society Meeting; other meetings would be arranged at mutually appropriate times
8. Help develop a set of policies or statements regarding plagiarism, fraud, and/or retractions.
9. Help update the web site information regarding aspects of manuscript submissions, Editorial Board members, etc.
10. Help to solicit new Editors as needed for RNA.

**Chair of Membership Committee:** (appointed by President, CEO, and CFO; serves 3 years and has served in some capacity in the past)

*The Membership Committee is an additional committee established in 2010 that is tasked with managing the membership aspects of the Society and ensuring continued international growth of the Society. The Chair has authority to add committee members as needed. The duties and responsibilities of the Chair of the Membership Committee are*

*specified by the CEO with the approval of the Board of Directors. The Chair shall act at all times with a fiduciary duty to the RNA Society. The Chair reports to the CEO who reports to the Board of Directors of the RNA Society. Specific duties include but are not limited to:*

1. Manages the membership and administrative activities coordinated by FASEB in partnership with CEO. This includes monitoring membership-related activities to ensuring work is completed on deadline, and where needed providing feedback for improvement of services.
2. Reviews Society databases (membership, mailing lists) to ensure accuracy, updating as needed.
3. Coordinates setting of membership dues and subscription costs with CEO & CFO; updates FASEB points-of-contact on changes for next year, ensures databases and print membership renewal forms have correct information.
4. Coordinates membership renewal; tracks and reviews Society membership to ensure continued growth
5. Reviews membership list and ensures FASEB has properly documented inactive members.
6. Develops mechanisms/plans to increase membership of the Society as needed possibly through development of new member services or enhancements of existing services
7. Manages the LinkedIn RNA group, and determines if Society could benefit from a other social networking sites (Facebook and/or Twitter) to increase visibility of the Society to a broader audience.
8. Manages postings to Society website, approving posts as needed; evaluates the need to 'refresh' of the Society website; obtains quotes from vendors (including FASEB who has offered to do this for us for a fee); evaluates the quotes; and manage the project.
9. Manages Meetings Support for other RNA-related meetings
  - i. Be the contact person for those members requesting sponsorship of smaller RNA meetings; distribute guidelines for use of allocated funds
  - ii. Distribute funds accordingly through FASEB/CPA
  - iii. Collect names of student travel fellowship award winners from organizers of these smaller meetings and distribute to editor of Newsletter
  - iv. Encourage organizers to write short piece for the Newsletter

**Chair of the Meetings Committee** (appointed by President, CEO, and CFO; serves 3 years and has served as organizer in the past)

*ARTICLE XIII of the Articles of Incorporation calls for a Meeting Committee consisting of a minimum of 4 appointed members including a Chair, a Chair-designate and Secretary as a member ex-officio. The committee is subject to supervision by the Council. In reality, Society has had a chair for this committee with CEO and CFO serving with chair as the 'Committee'. This structure has worked well.*

*Personality of Chair – effective communicator and decision maker; consultative – works with multiple stakeholders and officers to come to consensus on annual meeting venue selection, organizer appointment and related meeting matters; able to review all options with all Society stakeholders in mind and make sound decisions.*

1. Coordinates long range planning of the meeting by:
  - a. Determines where we should have our future meetings (4-5 years in advance) via solicitation of proposals from interested parties; proposals to include projected budgets for the meeting, venue details and housing options.
  - b. Evaluates options for lead organizers in the city where the meeting will be held (4 years in advance)
  - c. Assists CEO and organizers with finding on-site meeting professional organizers (3-4 years in advance)
  - d. Monitors meeting planning through the years and ensure that CEO is kept abreast of any potential financial issues that may arise.
  - e. Two years prior to the meeting, performs a site visit with CEO and CFO to ensure all is well at the site
  - f. When asked by the CEO, helps the current meeting organizers with planning and coordination
    - i. For example, CEO may request that chair help organizers establish and test meeting website for that year
  - g. If necessary, coordinates changes to established meeting protocols
    - i. These might include developing new policies for when abstracts will be posted on the web, when the meeting schedule will be posted, etc.
    - ii. Changes to format of abstract book
    - iii. Changes to format of registration, abstract website
    - iv. Revamping the meeting program to include different topics or special invited sessions

**Chair of Business Development:** (appointed by President and CEO; serves 3 years)

*The Business Development Committee is an additional committee established in 2012 that is tasked with managing Society contacts with corporate sponsors and companies in general. The Chair has authority to add committee members as needed. The duties and responsibilities of the Chair are specified by the CEO with the approval of the Board of Directors. The Chair shall act at all times with a fiduciary duty to the RNA Society. The Chair reports to the CEO who reports to the Board of Directors of the RNA Society. Specific duties include but are not limited to:*

1. Develops contacts with companies and educates them regarding the mission of the Society
2. Works with conference organizers to solicit sponsorships and advertising for the annual meeting
  - a. Establishes and maintains a list of potential sponsors
  - b. Develops a sponsorship prospectus in consultation with the CEO and CFO.

- c. Contacts all potential sponsors with information about sponsoring the annual meeting programs
3. Coordinates with CSHLP, meeting management, and the abstract book publisher for co-advertising in RNA and the conference abstract book
4. Writes grant applications for travel fellowships to the annual meeting
5. Surveys company sponsors and attendees to ensure their needs and interests are being met
6. In coordination with the CEO and meeting organizers, works to develop programs geared towards attracting industry scientists to the annual meeting
7. In coordination with the CEO, President, CFO and other Chairs, looks for new “business” opportunities for the Society. These might include new conferences, alternative marketing strategies, joint operating arrangements or even merging with other scientific societies.

**Nominating Committee** (Appointments to the Nominating Committee are for 1 year only, and appointees are immune from having to serve again on the Committee for a period of two years after their service.)

1. The Nominating Committee has a central and very powerful role in the Society: determining who will be the leaders for the Society in the years to come.
2. The Nominating Committee has full responsibility and authority for conducting the annual election of the Society. Procedural rules for the election are provided in Article VI of our Articles of Incorporation, which can be found in the front of the Member Handbook and Directory.
  - i. Candidates for office can be selected in one of two ways. First, they may be nominated directly by the Committee. This requires only a letter or email from the candidate indicating he/she is willing to serve. Second, they may be nominated by a petition signed by 10 Society Members along with a letter from the candidate agreeing to serve. CEO and President will help the Committee issue a call to members for petitions via an email broadcast in the beginning of February.
3. The Committee will develop a list of candidates, select the candidate to be listed on the eBallot, and contact potential candidates to get their agreement to list them on the eBallot. The Committee will then provide CEO and the President with the list of names and a short biography from candidates for use on the eBallots. CEO and President will arrange to have FASEB provide members access to the eBallot.
4. Announcement of the winners by the CEO will complete the work of the Committee.

**Award Committee** (President = chair; Secretary Treasurer and 3 outgoing Directors)

1. Determine who will receive Lifetime Achievement awards (Research & Service) based on established guidelines
2. Collect and screen RNA Society/Scaringe Award applications and determines winners in the graduate student and postdoctoral fellow category

3. Email results to CEO for distribution to various people
4. Evaluate existing guidelines for RNA Society Awards and change if necessary
5. Establish guidelines for any new awards that the Society decides to start

**RNA Society/Scaringe Award Committee** (Editor-in-Chief RNA, Editorial board member & Past President)

1. Collect and screen RNA Society/Scaringe Award applications and determines winners in the graduate student and postdoctoral fellow category
2. Email results to CEO for distribution to various people
3. Evaluate existing guidelines and application form for RNA Society/Scaringe Award and change if necessary

**Newsletter Editor** (Any active member of the Society; serves at the discretion of the CEO)

1. Working with the CEO determines what should be published in the newsletter
2. Coordinates acquisition and editing of pieces
3. Composes newsletter and distributes to all who wrote in the issue for one final proofing
4. Distributes final PDF version to CEO for distribution to FASEB and webmaster
- 5.

**Coordinators of the Mentor/Mentee lunch** (Any active member of the Society; selected by previous coordinator, preferably works with us for 3 years with one co-organizer who then takes over)

*Personality – good organization skills; understand and addresses concerns of young investigators*

1. coordinate with the meeting organizers to ensure that relevant information about the lunch is included in the registration forms
2. collect mentor/mentee information send out letters to participants to help establish who's sitting with whom
3. develop final seating plan and distribute to the on-site meeting coordinator for implementation
  - a. also note total number of participants attending the lunch and share this information with on-site coordinator
4. Discuss signage for mentor/mentee lunch with on-site coordinator and develop a plan for who makes and sets up signs
5. Establish and write down guidelines for coordinating the lunch
  - a. Be ready to pass this information on to the next coordinator when requested to do so.

**Coordinators of Young Scientist (grad students & Postdoc)** (Any active members; selected by previous coordinator, preferably works with us for 3 years)

*Personality – need someone who can engage and encourage young scientists; shows students positive and constructive path to implementing their activities within the larger Society programs; respected by the students and postdoc.*

1. Assists graduate students and postdoc representatives develop workshops for the annual meeting
2. Assists with finding new young investigator representatives (includes contacting PIs of grad students and postdoc to evaluate the student's ability to serve as rep, etc.)
3. As needed, coordinates discussions between representatives to encourage them to work together and develop appropriate activities for the junior members of the Society.

**Coordinators of the RNA & Society Dinner** (Any active Society member; selected by previous coordinator, preferably works with us for 3 years)

*Personality – good organization skills and broad understanding of issues that impact science*

1. Identify and invite appropriate speaker for each annual meeting
2. Coordinate scheduling and planning of the dinner with the meeting organizers
3. Coordinate catering and room setup with on-site organizers