RNA SOCIETY
OFFICER DESCRIPTIONS, ROLES & RESPONSIBILITIES

Revised November 1st, 2026

The Bylaws of the RNA Society describe the general responsibilities of elected and appointed leadership positions within the organization. The Bylaws are available on the RNA Society website here.

Over the years since its founding, the RNA Society Council has approved additional standing committees and leadership positions that are not described in the RNA Society Bylaws or Articles of Incorporation. These committees and positions have been established to formalize new RNA Society activities and programs, and to define the roles and responsibilities of the volunteers who lead them.

President – An elected officer who serves a two-year term and provides strategic leadership for the RNA Society in partnership with the President-Elect or Past President, Directors, CEO, and CFO. The President oversees the Society's strategic direction, governance, and major initiatives, and ensures that RNA Society business is conducted effectively and in accordance with Council decisions and the organization's Bylaws. *The President is a strategic thinker with a detailed understanding of the organizational structure, programs, values and priorities of the RNA Society.*

1. Represent the RNA Society to the scientific community, partner organizations, publishers, sponsors, and other external stakeholders, as appropriate.
2. Provide strategic leadership to the Society in partnership with the CEO, CFO, and Directors. This includes developing and implementing long-term strategies that strengthen membership, enhance the Annual Meeting, support the continued success of the Society's journal (in collaboration with the Senior Editors and Publications Committee), and increase the RNA Society's visibility and impact.
3. Lead searches for the CEO and CFO when vacancies arise. The President is responsible for initiating and coordinating the search process, including issuing calls for applications, coordinating candidate interviews, and making recommendations to Council. The President may establish an *ad hoc* search committee that includes Past Presidents, Directors, and other Society members, as appropriate.
4. Review and approve contracts and other agreements on behalf of the RNA Society, or delegate signature authority to the CEO or other appropriate officers, as authorized by Council.
5. Appoint, with Council approval, the chairpersons of all standing committees and work with committee chairs to ensure that committees are appropriately constituted and functioning effectively.
6. Work closely with the CEO, CFO, and Directors throughout the year to address operational, financial, governance, and other RNA Society matters as they arise.
7. Attend and participate in all business meetings conducted during the RNA Society Annual Meeting (i.e. Meetings Committee meeting, *RNA* journal Editors meeting, Council meeting).
8. Attend the annual Business Meeting with the RNA Society's publisher and represent the interests of the RNA Society in discussions concerning the *RNA* journal and publishing activities.
9. Appoint, with Council approval, the members of the annual Nominating Committee.
10. Chair the Lifetime Achievement Awards Committee (Lifetime Achievement and Outstanding Service); oversee the solicitation and evaluation of nominations, identify winners and notify recipients.

11. Prepare the President's column for the RNA Society Newsletter, published in February and September.
12. Ensure an orderly transition of leadership by working closely with the incoming President to transfer institutional knowledge, ongoing initiatives, and essential RNA Society records and materials. This includes providing access to relevant correspondence, committee materials, and records related to elections, appointments, awards, and other ongoing activities.

Past President - An elected officer who serves an 18-month term beginning January 1 of the new President's term. The Past President provides continuity of leadership and institutional knowledge and supports the President, Directors, CEO, and CFO as needed.

1. Serve as a voting member of the Lifetime Achievement Awards Committee.
2. Serve as a voting member of the RNA Society Council through June 30 of the second year of the new President's term.
3. Attend the RNA Society Annual Meeting and all business meetings conducted during the Annual Meeting.
4. Provide ongoing advice and support to the President, CEO, CFO, and Directors on RNA Society matters as needed throughout the year and be available by email and telephone to assist with issues that arise.
5. Support an orderly transition of leadership by providing the President and other RNA Society leaders with relevant institutional knowledge, historical context, and guidance on ongoing initiatives and RNA Society activities.

President-Elect – An elected officer who serves a six-month term beginning July 1 of his/her election year. The president-elect becomes actively engaged in the governance and activities of the RNA Society in preparation for assuming the office of President on January 1.

1. Become actively involved in RNA Society business and governance and serve as a voting member of the RNA Society Council.
2. Work closely with the President, CEO, CFO, and Directors throughout the term and be available by email and telephone to assist with Society matters as they arise.
3. Prepare for the transition to the Presidency by becoming familiar with the RNA Society's organizational structure, programs, ongoing initiatives, and governance practices.
4. Initiate the formation of the Lifetime Achievement Awards Committee in November/December and coordinate the committee's initial activities to begin the process of soliciting and evaluating nominations for the following year's awards.
5. Participate in the orderly transition of leadership by working closely with the outgoing President and other Society leaders to ensure continuity of ongoing activities and initiatives.

Director – An elected officer and voting member of the RNA Society Council who serves a two-year term beginning January 1 following election. Directors contribute to the governance, strategic planning, and ongoing development of the RNA Society and provide broad oversight of the Society's programs and activities. *The Director is an individual with prior involvement in the RNA Society and broad knowledge of its programs, operations, and activities, with enthusiasm for contributing to the continued development of the organization.*

1. Assist in the development of policies that advance the mission and interests of the RNA Society and which are consistent with the Society's Articles of Incorporation, Bylaws and values. Contribute to the elaboration and implementation of the Society's long-range strategic plans and priorities.

2. Attend the RNA Society Annual Meeting in person and participate in all business meetings conducted during the Annual Meeting, including the Council meeting and Meetings Committee meeting.
3. Respond in a timely manner to communications from the President and CEO and participate actively in addressing and resolving RNA Society matters that require Council attention.
4. Serve on the Lifetime Achievement Awards Selection Committee during the second year of their term.
5. Serve as a member of the RNA Society Finance Committee**,** as requested by the Council and consistent with the needs of the Society.
6. Participate actively in Council discussions and decision-making; contribute expertise, perspective, and institutional knowledge to the governance and continued development of the RNA Society.

Chief Executive Officer – The CEO is appointed by the RNA Society Council to serve a three-year renewable term and is responsible for the day-to-day leadership and management of the RNA Society. The CEO works closely with the President, CFO, Directors, committee chairs, Association Management Company (AMC), publishers, meeting planners and organizers, and other Society partners to implement the strategic priorities and decisions of the Society. *The CEO is a strategic thinker who is actively engaged in Society activities and can implement projects, manage multiple timelines, and move complex initiatives forward. The CEO is an effective communicator who can build consensus among diverse stakeholders, a detail-oriented problem solver and decision-maker, and an effective negotiator with experience managing contractors and associated contracts. The CEO should be able to evaluate multiple options with relevant stakeholders and build agreement around the best course of action for the RNA Society. Knowledge of nonprofit business operations and the challenges faced by nonprofit organizations is desirable.*

A. Strategic Leadership and Society Operations

1. Develop and implement the RNA Society's strategic priorities in collaboration with the President, Directors and CFO. This may include evaluating new programs and services, developing electronic processes and systems with contractors, assessing AMC engagement, and identifying opportunities to improve the Society's operations and member services.
2. Represent the RNA Society, as appropriate, in negotiations with contractors, publishers, partner organizations, and other external stakeholders, and at scientific meetings and other relevant events.
3. Manage the Society's contractual relationships and agreements. Ensure that proposed contracts are appropriate, financially sound, and consistent with RNA Society policies and approved budgets before execution by an authorized Society officer. Maintain copies of all executed contracts, including meeting site agreements, AMC agreements, journal publishing agreements, and other significant RNA Society contracts.
4. Ensure that the RNA Society's committees and appointed leadership positions are established and staffed in a timely manner, working in coordination with the President and subject to Council approval where required.
5. Provide the President and Council with regular updates on ongoing RNA Society activities, major initiatives, operational issues, and matters requiring Council attention.
6. Maintain an annual record of ongoing Society activities and initiatives for use by the President and future RNA Society leadership.

B. RNA Society journal – *RNA*

1. Oversee the business and administrative affairs of the RNA Society journal, *RNA*, in collaboration with the publisher, Senior Editors, Publications Committee, President, CFO, and Council, as appropriate.
    i. Manage and coordinate the RNA Society's business relationship with the journal publisher, consistent with the Society's governing documents and applicable publishing agreements.

ii. Oversee the journal's business affairs, including publishing contracts, allocation and disbursement of Society support funds, and other related business activities.
iii. Coordinate periodic meetings with the publisher, including participation by the Senior Editors, President, CFO, and other relevant RNA Society representatives.
iv. In collaboration with the publisher, develop agendas and assemble relevant financial, operational, and publishing data for discussion at the annual business meeting.
v. Work with the publisher, CFO and Council, as appropriate, on the establishment and periodic review of author publication fees and other journal-related pricing.
vi. Work with the publisher to update and maintain appropriate marketing and advertising materials for *RNA*.

C. Association Management and Membership

1. Oversee the administrative and membership activities performed by the RNA Society's AMC**,** including membership databases, renewals, communications, and related administrative functions, in collaboration with the Chair of the Membership Committee.
2. Oversee membership renewal and recruitment activities in conjunction with the Chair of the Membership Committee. Responsibilities include:
   i. Develop and coordinate membership-renewal communications distributed by the AMC.
   ii. Follow up with delinquent members, particularly during the spring renewal period, to encourage continued membership.
   iii. Work with the AMC to maintain and improve electronic membership-renewal systems and processes.
   iv. Develop and implement strategies to increase membership and strengthen member engagement.
   v. Develop or coordinate membership promotional materials, including brochures and other communications.

D. RNA Society Council and Governance

1. Chair the RNA Society Council meeting conducted during the Annual Meeting.
   i. Develop and distribute a meeting agenda to Council members and other participants one to two weeks before the meeting.
   ii. Coordinate with the CFO to ensure that all information necessary for financial and budget discussions is available, including membership projections, dues, subscription costs, meeting budgets, and other relevant financial information.
   iii. Obtain updates from the Senior Editors of *RNA* for any publication's discussion during the Council meeting.
   iv. Obtain current membership data and trends from the AMC and present relevant information to Council.
2. Support the annual election process in collaboration with the Nominating Committee, Secretary and AMC. Responsibilities include:
   i. Collect candidate names, biographies, and Statements of Interest.
   ii. Work with the AMC to prepare and update the electronic ballot.
   iii. Establish the election timetable in accordance with the RNA Society Bylaws.
   iv. Test the electronic ballot before distribution.
   v. Coordinate the election period and distribution of the ballot to members, including reminders to vote.
   vi. Provide election results to the President, who will communicate with successful and unsuccessful candidates.
   vii. Ensure that election results are communicated to the membership before the Annual Meeting.

E. Annual Meeting

1. Oversee the business and operational aspects of the RNA Society Annual Meeting**,** in collaboration with the Chair of the Meetings Committee, Meeting Planners, scientific organizers, and other

contractors. The CEO is responsible for ensuring that the meeting is organized and executed according to established timelines, budgets, and RNA Society expectations. The CEO does not direct the scientific content of the program.

2. Support long-range Annual Meeting planning, including:
   i. Work with the Chair of the Meetings Committee to ensure that planning for future meetings is progressing on an appropriate timeline.
   ii. Review potential meeting sites and participate in site visits - generally two to three years before the meeting - in collaboration with the Chair of the Meetings Committee and other appropriate RNA Society representatives or vendors.
3. Coordinate meeting planning timelines and resources, including:
   i. Maintain and update the Meeting Organizer Handbook and distribute it to meeting organizers at least one year prior to the Annual Meeting.
   ii. Establish meeting timelines and communicate them to organizers and contractors.
   iii. Monitor progress against established timelines and address delays or other issues as they arise.
   iv. Facilitate communication among scientific organizers, RNA Society leadership, the meeting program coordinator, meeting planners, and other contractors.
4. Oversee Annual Meeting contracts and financial planning, including:
   i. Develop and review contracts with venues, hotels, tourism bureaus, A/V suppliers, event insurance provides, and other meeting-related vendors to ensure that required activities and associated costs are appropriately addressed.
   ii. Ensure that contracts are executed in a timely manner.
   iii. Work with the CFO to finalize the Annual Meeting budget and develop recommendations for registration fees for Council approval.
5. Manage the business and operational details of the Annual Meeting, including:
   i. Monitor the progress of organizers, contractors, and other participants and ensure that necessary meeting-related tasks are completed on schedule.
   ii. Respond to questions from organizers and on-site organizers and make operational decisions necessary to keep meeting planning on schedule.
   iii. Ensure that the meeting website is developed and maintained on schedule and that required registration and abstract-submission information is provided.
   iv. Coordinate promotional information for distribution through appropriate outlets, including RNA Society email communications, the website, relevant scientific organizations and publications, and through the Society's various social media platforms.
   v. Provide front-matter information for the Annual Meeting program, including information about RNA Society officers, membership, awards, and other Society activities.
   vi. Resolve contractual and operational issues and monitor meeting-related expenses to ensure that spending remains consistent with the approved budget.
   vii. Complete a post-meeting review and walkthrough with relevant contractors to close out outstanding operational matters and facilitate timely reconciliation and accounting of meeting expenses.

F. Website and Digital Communications

1. Oversee content and functionality of the RNA Society website.
   i. Review and approve website content to ensure that information is accurate, current, and consistent with RNA Society policies and priorities.
   ii. Work with the webmaster and other contractors to evaluate and implement new website features that enhance member experience.
2. Oversee the RNA Society eJobs program, including reviewing incoming job postings for appropriateness and forwarding approved postings to the webmaster for publication.
3. Work in partnership with the Newsletter Editor to determine appropriate content for the RNA Society Newsletter and contribute the "From the Desk of the CEO" column when requested.

G. Budget and Financial Planning

1. Work with the CFO to develop the annual RNA Society budget, including projections for membership, journal-related revenue and expenses, Annual Meeting income and expenses, and other major RNA Society activities.
2. Monitor Society activities and expenditures to ensure that programs and initiatives remain consistent with approved budgets and strategic priorities, in collaboration with the CFO.
3. Approve or seek Council approval for budget items requested outside of the annual budget, when necessary.

H. Nonprofit Compliance

1. Monitor the Society's nonprofit status and regulatory obligations and work with the CFO, AMC, accountants, legal counsel, and other appropriate professionals to ensure that the RNA Society maintains compliance with applicable IRS requirements and other relevant nonprofit regulations.

Chief Financial Officer - The role of Chief Financial Officer (CFO) is established in Article IV, Section 6 of the RNA Society's Bylaws. The CFO is appointed by the Council to serve a three-year renewable term. The CFO is responsible for overseeing the Society's funds and securities and ensuring that appropriate financial records are maintained and all applicable Internal Revenue Service (IRS) filing and tax requirements are met. The CFO shall prepare an annual financial report for submission to the Council and perform other duties customarily associated with this office. *The CFO is actively engaged in Society activities, makes timely and informed decisions, and communicates financial information and decisions effectively. The CFO has knowledge and experience in budget development and financial management and can work effectively with external contractors and other individuals or organizations involved in the Society's financial operations.*

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 provides financial reporting to the RNA Society leadership Council on a quarterly basis.
3. Chairs the Finance Committee through which s/he:
    i. Coordinates regular committee reviews of Society finances.
    ii. Provides recommendations for financial process and policy updates.
    iii. Facilitates regular discussions between the committee and the Investment Fund Manager.
    iv. Develops committee recommendation for approval of the Council.
4. Manages financial contracts and resources wisely based on strategic needs.
5. Assists the CEO with financial review of all contracts and agreements prior to signing by the CEO or President.
6. Works with the Council, President, and CEO to review the financial impact of new program proposals.
7. Partner with the CEO and Chair of the Fundraising & Philanthropy Committee to answer financial questions from donors, review donor MOUs, share relevant financial documents to comply with US State fundraising requirements, and update financial reports to track donor gifts and grants per IRS requirements.
8. Coordinates Emergency Reserve Fund and Investment Fund Portfolio management with the contracted Financial Investment Manager.
    i. Reviews monthly investment statements.
    ii. Develops and update policies and plans for the Society's investment and emergency funds.
    iii. Performs regular phone calls to review investment performance, determine course corrections using stated goals in the RNA Society Investment Policy, and plan for the financial year.
    iv. Retains account information, secure financial signing ability, and establish access on behalf of the Society.
9. Coordinates financial business of the RNA Society with contracted AMC.

i. Reviews and approves payments via a web-based system, and coordinates updates to general ledger accounts.
ii. Oversees the development of regular financial reports and reviews for accuracy.
iii. Oversees annual tax preparation and audit process ensuring timely completion.
iv. Monitors cash flow and operating accounts to ensure sufficient capital is available to continue business as usual.
v. Retains bank account information, secure financial signing ability, and establish access on behalf of the Society.
vi. Participates in discussions of AMC contract renewals as needed.
vii. Participates in AMC site visit to review financial processes and complete other relevant accounting discussions as needed.

10. Assists with the Annual Meeting finances.
    i. Helps CEO, organizers and on-site coordinator establish budget for the yearly meeting.
    ii. Manages reimbursement and award disbursements with AMC.
    iii. Attends Council Meeting, presents financial report, and proposes budget for the following year.
    iv. Completes the final accounting of the meeting and final payments.
11. Assists with the finances of the RNA Society journal, *RNA*.
    i. Attends the annual business meeting with the publisher to review journal finances.
    ii. Participates in discussions of contract revisions as needed.
    iii. Reviews peer review platform and Editorial Office invoices against contracted agreements and approves payment.
    iv. Reviews final profit share accounting with the publisher and approve annual payment.

Secretary – The Secretary is appointed by the RNA Society Council to serve a three-year renewable term. The Secretary should be knowledgeable about the activities, governance, and operations of the RNA Society; highly organized and detail-oriented; able to complete assignments in a timely manner; and willing to provide administrative and operational support to the CEO, CFO, President, and other Society leaders as needed.

1. Attend, document, and prepare official minutes for meetings of the RNA Society Council, Meetings Committee, and any *ad hoc* meeting conducted during the RNA Society Annual Meeting. Minutes and meeting records constitute official corporate records of the RNA Society and should accurately document discussions, motions, votes, and decisions.
2. Serve as an *ex officio*, non-voting member of the Lifetime Achievement Awards Selection Committee and coordinate administrative activities and timelines to facilitate the timely review of nominations, selection of award recipients, and notification of recipients.
3. Serve as an *ex officio*, non-voting member of the Nominating Committee and provide administrative support to facilitate the timely execution of the annual election process, including preparation and review of information for the electronic ballot.
4. Provide administrative and organizational support throughout the year as needed, including completing assignments and projects requested by the CEO, President, CFO, or other Society leaders in support of RNA Society business and governance.
5. Maintain and update RNA Society website content in collaboration with the webmaster. Ensure that information concerning RNA Society Officers, Council members, committee chairs, and other key leadership positions is reviewed and updated annually on both the public website and members-only pages.
6. Maintain accurate, organized, and accessible historical records of significant events, decisions, and activities of the RNA Society, including:
    i. Maintain records of decisions and votes approved by the RNA Society Council and archive relevant correspondence and supporting documentation.

ii. Maintain a current database or other organized record of RNA Society officers, Council members, Annual Meeting organizers, award recipients, committee members, and other significant RNA Society leadership and activities.
iii. Preserve important organizational knowledge, including established practices, historical precedents, governance procedures, and other information that supports the effective operation of the RNA Society.
iv. Document and preserve significant informal practices or "unwritten rules" when they are important to understanding how Society processes and decisions have historically been managed.

7. Facilitate continuity of RNA Society operations and governance by ensuring that important records, meeting minutes, historical information, and other institutional knowledge are maintained in an organized manner and are accessible to authorized RNA Society leaders.
8. Support orderly leadership transitions by providing incoming officers, committee chairs, and other RNA Society leaders with relevant historical records, meeting materials, and institutional knowledge needed to assume their responsibilities effectively.

Senior Editor of the RNA Society journal, *RNA* – One of two Senior Editors who are appointed by the RNA Society Council to serve a 4-year term that is renewable for an additional 4-year term.

1. Works with the co-Senior Editor to develop and implement the strategic vision for the journal and does so in conjunction with the RNA Society CEO, Publications Committee and Associate Editors.
2. Is responsible for editorial decisions relative to the journal
   i. Establishes and communicates editorial guidelines to Associate Editors
   ii. Assigns manuscripts to Associate Editors for handling
   iii. Processes manuscripts in a timely manner and ensures Associate Editors do likewise
   iv. Coordinates (through Editorial Coordinator) activities with publisher after manuscript acceptance; manages work of Editorial Coordinator
3. Appoints Associate Editors and members of the Editorial Board (subject to approval of the Publications Committee).
4. Helps to develop and implement strategies for enhancement of the journal (alongside the publisher and RNA Society Publication Committee). Topics for consideration might include:
   i. Solicitation of Review and/or Method Articles or Collections of aligned published papers
   ii. Solicitation of a series of Opinion/Editorial pieces
   iii. Expansion of the scope of *RNA* to areas such as cell biology, RNA and protein structure, RNA therapeutics and medicine, genomic/transcriptomic analyses and datasets, and descriptions of newly developed or updated databases
   iv. Strategies to maintain and increase the number and scientific quality of manuscripts submitted and published in *RNA*
5. Help coordinate mechanisms of manuscript oversight.
6. Help develop journal policies regarding plagiarism, fraud, and/or retractions.
7. Selection of cover images for journal issues and selection, in conjunction with Associate Editors, the topic for annual Special Issues.
8. Lead bi-annual meetings of the Associate Editors to discuss policies, develop strategies and encourage engagement in developing and promoting the journal. One meeting should be in held in conjunction with the RNA Society Annual Meeting.
9. Attends an annual meeting with the publisher to discuss journal status, editorial policies, future journal publishing initiatives and annual strategy.
10. Promotes the journal to the scientific community through attendance at the RNA Society Annual Meeting and while attending other scientific meetings.
11. Prepare an annual report for the meeting with the publisher and for the Annual Report of the RNA Society.

12. Ensure website information regarding aspects of manuscript submissions, policies, Editors, Editorial Board members, etc. is up to date.

Chair of the Membership Committee - The Chair is appointed by the RNA Society Council to serve a three-year renewable term. *The Membership Committee was established in 2010 to oversee membership-related activities of the Society and promote the continued growth, engagement, and internationalization of RNA Society membership. The Chair should be knowledgeable about the activities and programs of the RNA Society, responsive to the needs of its members, organized and attentive to deadlines, and able to work collaboratively with the CEO, CFO, Association Management Company (AMC), Council, committees, and other Society leaders.*

1. Oversee membership and administrative activities coordinated by the AMC in partnership with the CEO. Monitor the delivery of membership services and ensure that activities are completed accurately and on schedule. Provide feedback and recommendations to the RNA Society CEO to improve membership services and operations.
2. Periodically review membership databases, mailing lists, and related records to ensure accuracy and completeness. Work with the AMC to make necessary corrections and updates and ensure that inactive memberships are appropriately documented.
3. Work with the CEO and CFO to establish and periodically review membership dues. Communicate approved changes to the AMC and ensure that membership databases, renewal communications, and printed and electronic membership materials contain accurate and current information.
4. Oversee membership renewal activities and monitor membership trends to promote continued growth and retention. Develop and implement strategies to recruit new members, retain existing members, and expand the international reach of the RNA Society.
5. Develop strategies to enhance the value of RNA Society membership and ensure that membership benefits and services respond to the evolving needs of the RNA community.
6. Lead at least one significant membership-focused initiative each year designed to improve the value, reach, or effectiveness of RNA Society membership. Examples may include developing new member benefits or services, revising membership structures or dues, improving member communications, enhancing recruitment or retention strategies, or developing new mechanisms for member engagement.
7. Serve as a resource and advocate for activities and programs that benefit RNA Society members. Responsibilities include, but are not limited to:
    i. Provide oversight of the RNA Spotlight series and work regularly with the Spotlight Editor to ensure the production of high-quality pieces that reflect the diversity, interests, and accomplishments of the RNA Society membership. Contribute and/or edit Spotlight pieces on an *ad hoc* basis.
    ii. Support promotion and member engagement for the RNA Society Individual Mentorship Program in consultation with the Program Coordinator.
    iii. Meet regularly with the Chair of the Inclusion & Belonging Committee to identify and develop opportunities for membership recruitment, engagement, and initiatives that broaden participation in the RNA Society.
    iv. Support coordination between the RNA Salon Program and the Small Meetings Support Program, as appropriate.
    v. Serve as a point of contact for emerging grassroots initiatives, contests, and other member-driven activities, working with relevant committees and Society leadership to facilitate their implementation.
8. Respond to, or ensure an appropriate response to, inquiries, concerns, and feedback from RNA Society members regarding membership and Society programs. Identify recurring issues, emerging needs, and opportunities for improvement and bring them to the attention of the CEO and Council as appropriate.

9. Oversee the RNA Society's sponsorship support for smaller RNA-related meetings. The Chair will:
    i. Serve as the primary contact for members and meeting organizers seeking sponsorship and provide applicants with relevant guidelines, including requirements concerning the use of funds, the RNA Society Code of Conduct, and post-meeting reporting.
    ii. Work with the AMC to distribute approved sponsorship funds.
    iii. Ensure that supported meetings are appropriately advertised on the RNA Society website.
    iv. Collect the names of trainee award recipients from supported meetings and contact eligible awardees in December to coordinate complimentary annual membership.
    v. Collect and review post-meeting reports from supported meetings.
    vi. Maintain accurate records of applications, funding decisions, agreements, disbursements, and post-meeting reports.
10. Participate in the initial review of reports submitted under the RNA Society Code of Conduct policy. When appropriate, serve on the Report Evaluation Committee with the CEO, President, and two RNA Society Directors to evaluate allegations of misconduct and determine appropriate responses, consistent with the Society's Code of Conduct procedures.
11. Prepare the "From the Desk of the Membership Chair" column for the RNA Society Newsletter in February and September as requested, and contribute to other membership-related communications as appropriate.
12. Promote membership activities, programs, and opportunities through appropriate Society communication channels in collaboration with the CEO, AMC, Newsletter Editor, webmaster, and other relevant Society leaders.
13. Communicate annually with the Council regarding Membership Committee activities and bring matters requiring Council approval to the Council's attention. These may include proposed changes to membership fees, the Committee's budget, and significant new membership programs or initiatives.
14. Present proposals for significant new membership programs or initiatives to the Council and, when appropriate, at the RNA Society Annual Meeting.
15. Work closely with the CEO and CFO on membership-related planning, budgeting, and operational matters and provide recommendations to Council regarding membership priorities and initiatives.
16. Maintain appropriate records of Membership Committee activities, decisions, initiatives, and outcomes to support continuity and facilitate the transition to future Committee Chairs.

Chair of the Meetings Committee - The Chair is appointed by the RNA Society Council to serve a three-year renewable term. The Chair should have prior experience as an organizer of an RNA Society Annual Meeting and have a strong understanding of the Society's Annual Meeting operations, planning process, and organizational goals. *The Chair is an effective communicator and decision-maker who is consultative and able to work with multiple stakeholders and Society officers to build consensus. The Chair should be able to evaluate competing options while considering the interests of the Society, its members, meeting organizers, and other stakeholders, and make sound recommendations regarding Annual Meeting venues, organizers, and related matters.*

1. Convene a committee of a minimum of four appointed members, including the Chair and Chair-Designate, with the Society Secretary serving as an *ex officio* member. The Chair may appoint additional volunteer members as needed. The Meetings Committee is subject to the oversight of the RNA Society Council and works in close consultation with the CEO.
2. Lead the process for selecting venues and organizers for RNA Society Annual Meetings.
    i. Solicit proposals from RNA Society members and, as appropriate, other interested parties, generally three to four years in advance of the proposed meeting. Proposals should include venue details, housing and travel options, potential sources of financial support, and information about the local RNA community.
    ii. Coordinate evaluation of submitted proposals by the Meetings Committee.

iii. In collaboration with the CEO and other appropriate Society representatives, conduct site visits to the strongest candidate locations to assess their feasibility and suitability.
iv. Following evaluation by the Meetings Committee, prepare a detailed prospectus for the strongest candidate site or sites and present the Committee's recommendation to Council for approval.
v. Once a meeting site has been approved, lead the Meetings Committee's evaluation of potential lead organizers and present recommended candidate(s) to Council for approval.
vi. Assist the selected lead organizer(s) in identifying and selecting co-organizers and, when appropriate, local organizers.

3. Support the CEO and Annual Meeting organizers in the planning and execution of the RNA Society Annual Meeting.
   i. Assist the CEO and organizers in identifying and selecting professional meeting planners and other contractors required for venue logistics and meeting operations.
   ii. Monitor Annual Meeting planning throughout the development cycle and keep the CEO informed of significant operational, financial, or planning issues.
   iii. Work with the CEO, organizers, and other relevant Society leaders to recommend changes to established meeting policies, procedures, formats, abstract requirements, registration processes, scientific topics, and special sessions when appropriate.
   iv. Assist with the preparation of relevant sections of Annual Meeting websites and related communications to the membership.
   v. Develop and administer a post-meeting participant survey to assess the Annual Meeting experience and identify opportunities for improvement.
   vi. Prepare an Executive Summary of participant survey results and distribute it to Council and other relevant Society leaders.
   vii. Assist the CEO in maintaining and updating the RNA Society Handbook for Annual Meeting Organizers.
4. Lead and coordinate the business of the Meetings Committee.
   i. Recruit new Committee members, preferably through an open call to the RNA Society membership, as terms of existing members expire.
   ii. Coordinate virtual meetings, deliberations, and votes of the Meetings Committee.
   iii. Coordinate the Committee's selection of recipients for Annual Meeting-related awards and support programs, including Research Presentation Fellowships and Childcare & Dependent Care Allowances, and communicate decisions to the CEO, CFO, and meeting planners, as appropriate.
   iv. Organize and lead an annual in-person meeting of the Meetings Committee in conjunction with the RNA Society Annual Meeting.
   v. Work with the RNA Society Secretary to ensure that accurate minutes of Meetings Committee business conducted during the Annual Meeting are prepared, approved, and appropriately maintained.
   vi. Prepare the Meetings Committee section of the RNA Society Annual Report to Council.
   vii. Prepare an appropriate report to the RNA Society membership summarizing Meetings Committee activities and accomplishments.

Publications Committee – (as per RNA Society Bylaws) the Publications Committee shall consist of a minimum of three appointed members, including a Chair, plus the CEO as a member *ex officio*. Appointed members of the Committee shall be from different institutions and shall serve for terms of three years. The Publications Committee shall have responsibility for oversight of the publications activities of the RNA Society including matters pertaining to editorial content and selection of Editorial Board members including Editors and Associate Editors and their terms of office. The Publications Committee shall have the right of approval for appointments to the *RNA* Editorial Board, including Associate Editors, and terms of office upon recommendation by the Editor.

Chair of Business Development - The Chair is appointed by the President and CEO, subject to approval by the RNA Society Council, and serves a three-year renewable term. The Business Development Committee was established in 2012 to manage the RNA Society's relationships with corporate sponsors and organizations interested in supporting the RNA Society and its Annual Meeting. *The Chair should be an effective communicator and relationship builder with an understanding of the RNA Society's mission, programs, and membership. The Chair should be able to identify and develop mutually beneficial relationships with companies and other external organizations while ensuring that proposed partnerships align with the RNA Society's mission, values, and strategic priorities.*

1. Develop and maintain relationships with companies and corporate organizations and educate potential partners about the mission, activities, programs, and opportunities within the RNA Society.
2. Lead the solicitation of sponsorships and advertising for the RNA Society Annual Meeting in collaboration with the CEO, CFO, Meeting Organizers, and meeting planners. Responsibilities include:
    i. Establish and maintain a current list of potential and existing sponsors.
    ii. Develop an annual sponsorship prospectus in consultation with the CEO, CFO and meeting planners.
    iii. Contact prospective sponsors and provide information about opportunities to support the Annual Meeting and other RNA Society activities.
    iv. Work with the CFO, AMC, and meeting planners to coordinate sponsorship agreements, invoicing, payment collection, and sponsor fulfillment.
    v. Monitor sponsorship commitments and ensure that agreed-upon sponsor benefits are delivered in a timely and appropriate manner.
3. Coordinate sponsor advertising and recognition with the meeting planners, Annual Meeting program publisher, marketing executive of the RNA Society publisher, and other relevant contractors.
4. Evaluate sponsor and attendee experiences by periodically soliciting feedback from corporate sponsors and relevant Annual Meeting participants. Identify opportunities to improve sponsorship packages, engagement, and value.
5. Develop opportunities to increase participation by industry scientists and corporate partners in RNA Society activities. In collaboration with the CEO, Annual Meeting organizers, and relevant committee chairs, develop initiatives, programs, and networking opportunities that facilitate meaningful engagement between industry scientists and the broader RNA research community.
6. Identify and evaluate new business development opportunities for the RNA Society in consultation with the CEO, President, CFO, and relevant committee chairs. Opportunities may include:
    i. New conferences, meetings, or educational programs.
    ii. New sponsorship or corporate engagement models.
    iii. Alternative marketing and promotional strategies.
    iv. Joint programs or operating arrangements with other organizations.
    v. Strategic partnerships or, when appropriate, exploration of potential organizational collaborations with other scientific societies.
7. Develop and maintain long-term relationships with corporate partners, identifying opportunities for continued engagement, sponsorship, strategic collaboration, and support that advance the RNA Society's mission.
8. Ensure that proposed corporate partnerships and business opportunities are consistent with RNA Society policies, values and strategic priorities, and coordinate with the CEO and CFO regarding financial, contractual, and operational considerations.
9. Provide regular reports to the CEO and Council summarizing sponsorship activities, corporate engagement, funding outcomes, partnership opportunities, and recommendations for future business development.

10. Maintain appropriate records of business development activities, including prospective and existing sponsors, sponsorship proposals, agreements, commitments, outcomes, and significant corporate relationships, to ensure continuity from year to year.
11. Work closely with the CEO and CFO to establish annual business development goals, assess progress toward those goals, and identify opportunities to diversify and strengthen the Society's external sources of support.

Chair of the Education Committee – The Chair is appointed by the President and CEO, subject to approval by the RNA Society Council, and serves a three-year renewable term. The Education Committee is a standing committee of the RNA Society, established in 2023, and is charged with advancing the educational mission of the Society and promoting RNA education and training at all career stages. *Education is broadly defined and includes undergraduate education, graduate and postdoctoral education and training, mentoring, professional development, and education and outreach to the public.*

1. Lead and oversee the activities of the Education Committee and the educational activities of the RNA Society. Responsibilities include:
    i. Recruit and, as appropriate, recommend individuals to serve on the Education Committee.
    ii. Establish committee goals, priorities, and timelines in consultation with committee members and RNA Society leadership.
    iii. Coordinate committee activities and monitor progress toward established goals.
    iv. Communicate with RNA Society members and external organizations on education-related matters as an authorized representative of the RNA Society.
    v. Prepare reports and other materials documenting committee activities and accomplishments.
2. Identify and evaluate best practices in education and training employed by international scientific societies and organizations of similar size and scope. Use these findings to develop recommendations for new or enhanced RNA Society educational programs and resources.
3. Develop and recommend educational initiatives and programs for consideration by the RNA Society Council and leadership. Potential activities may include undergraduate poster presentation awards at the Annual Meeting, workshops on effective scientific teaching, educational resources for instructors, and a centralized webpage providing access to resources for teaching RNA science.
4. Serve as the RNA Society's primary contact and advocate for education-related activities. Promote the importance of education and training within the RNA Society and represent the Society's educational initiatives to members, partner organizations, and other relevant stakeholders.
5. Expand educational support, mentoring, and professional networks for RNA biologists at all career stages who are interested in or pursuing education-related careers. Work collaboratively with other RNA Society committees, programs, and initiatives to support career development and mentoring across a broad range of career paths, including academic, industry, public policy, scientific communication, and other fields.
6. Collaborate with the Inclusion & Belonging Committee and other relevant RNA Society committees and programs to promote mentoring, training, professional development, and inclusion of trainees and scientists from groups underrepresented in science or in underserved geographical areas.
7. Collaborate with the Media & Communications Committee to develop and disseminate accessible RNA-related educational content for the public. This may include articles, educational videos, graphics, and other digital resources.
8. Identify opportunities for external funding to support RNA Society educational programs and activities and, with appropriate RNA Society approval, serve as PI, co-PI, or other designated RNA Society representative on grant applications seeking national or international funding for education initiatives.
9. Work with the CEO and other Society leaders to develop sustainable educational programming, including identifying appropriate budgets, partnerships, funding opportunities, and mechanisms for evaluating the effectiveness and reach of Education Committee activities.

10. Prepare an annual written summary of Education Committee activities and accomplishments for submission to the CEO and inclusion in the RNA Society Annual Report to Council.
11. Attend the RNA Society Annual Meeting in person and report on Education Committee activities and priorities at the Council meeting conducted during the Annual Meeting.
12. Maintain appropriate records of Education Committee activities, programs, resources, and decisions to facilitate continuity and an orderly transition to future Committee leadership.

Chair of the Fundraising & Philanthropy Committee – The Chair is appointed by the President and CEO, subject to approval by the RNA Society Council, and serves a three-year renewable term. The Fundraising & Philanthropy Committee was established in June 2020 and charged with long-range fundraising and philanthropy activities for the RNA Society to ensure continued growth and sustainability of the organization.

1. Assemble committee of members as required to achieve goals with specific consideration to experience and demographic representation. Member terms are at the discretion of the Chair but should be no shorter than 2 years in duration. Committee members are expected to maintain active membership in the RNA Society throughout the duration of their term.
2. Manage all members of the Fundraising & Philanthropy Committee to ensure committee activities are in accordance with committee goals and Society-approved Development Plan. Oversee all committee activities and authorize the content and publication of all promotional materials (print, digital or verbally communicated) related to the committee's activity. In all efforts, represent the RNA Society and its mission to promote RNA research and education world-wide.
3. Assemble an Advisory Board of experienced RNA Society stakeholders to assist with strategic philanthropic planning and campaign development. Meet 2-3 times annually as needed for consultation and concept development. Member terms are at the discretion of the Chair and Board composition should be geographically diverse and representative of academic, government and industry RNA scientists.
4. Research and compile accepted and/or 'best practices' for executing fundraising activities under a non-profit academic society/organization (may be in conjunction with RNA Society AMC). Specific consideration should include regulatory considerations for an organization established in the United States (and the state of Colorado, specifically). Identify opportunities and challenges for fundraising activities in Europe, Asia and worldwide locations. Research might include a market analysis of 'return on investment' data and time frames for organizations of similar mission and size. Best practices should be reassessed and updated every 2-3 years.
5. Identify and prioritize funding opportunities. Such opportunities should include, but are not limited to, individual benefactors (major and minor), earned income, venture capital philanthropy, industry support, and grants (government, foundation, or industry). Compile and maintain a portfolio of potential donors and grant opportunities.
6. In consultation with the CEO, President and standing committee chairs, identify short- and long-term fundraising necessities and opportunities based on strategic needs of existing and/or future RNA Society programing.
7. Develop an RNA Society 'Case Statement' to be used in fundraising campaigns to promote the mission of the Society and explain the need for external financial support.
8. Establish a process to track donor outreach, campaigns, gift amounts (major and individual contributions via 'Donate' button), and acknowledgements using industry best practices (may be in conjunction with RNA Society AMC). Establish a mechanism to track relevant grant compliance and reporting requirements and issue appropriate updates to the relevant agencies as required.
9. Undertake a yearly cost-benefit analysis of potential development and fundraising activities in prioritizing committee activities.
10. Generate an annual 'Development Plan' in coordination with members of the Fundraising & Philanthropy Committee which prioritizes and details yearly committee effort, describes a timeline

for activities, explains coordination with other Society committees/activities, includes a detailed list of expenses and an overall budget, and expected short- and long-term returns to the Society. Present to CEO, CFO and RNA Society President for review and authorization (this document may be part of annual reporting to the Council).
11. Interface with RNA Society leadership and committee Chairs as necessary to synergize efforts and maximize on development activities.
12. Maintain compliancy regulations for fundraising in the United States. In coordination with the CFO and RNA Society AMC, who will provide the Society's relevant audit and tax documents, complete and file compliancy forms, process fees and maintain regulatory documents in RNA Society files.
13. Submit annual update for inclusion in the RNA Society Annual Report presented to the Council and attend the Annual Meeting and present to RNA Society Council activities and outcomes of committee efforts.

Chair of Awards Committee - The Chair of the Awards Committee is appointed by the President and CEO, subject to approval by the RNA Society Council, and serves a three-year renewable term. The Awards Committee is a standing committee of the RNA Society, established in 2022 and is responsible for the effective administration, evaluation, and continued development of the RNA Society Awards Program. The Awards Committee administers all RNA Society awards except the RNA Society Lifetime Achievement in Science Award and the RNA Society Outstanding Service Award, which are administered by the RNA Society Lifetime Awards Selection Committee.

1. Appoint and oversee a standing Awards Committee consisting of approximately 6-10 volunteer RNA Society members, establishing appropriate two- to three-year terms of service to provide continuity while allowing for regular rotation of membership. The Chair may add, replace, or reassign Committee members as needed to fulfill the Committee's responsibilities.
2. Lead and coordinate the work of the Awards Committee, establishing annual goals, timelines, responsibilities, and procedures and ensuring that the Awards Program operates efficiently, fairly, consistently, and in accordance with RNA Society policies.
3. Administer the RNA Society Awards Program, including publicizing award opportunities and deadlines; soliciting applications and nominations; confirming applicant eligibility; recruiting qualified award evaluators and *ad hoc* evaluation subcommittees; overseeing the evaluation and selection processes; managing conflicts of interest; addressing procedural questions or disputes; documenting award decisions; and communicating decisions to appropriate RNA Society leaders.
4. Develop, maintain, and periodically review the Awards Program Policy and Procedures, including award descriptions, eligibility and nomination/application requirements, annual timelines, evaluation criteria and rubrics, conflict-of-interest procedures, processes for selecting and recognizing recipients, and other policies necessary to ensure a fair, transparent, and consistent Awards Program.
5. Maintain an efficient, secure, and accessible awards application and evaluation process that minimizes unnecessary burdens on applicants while providing evaluators with organized application materials and appropriate tools for conducting their reviews.
6. Promote and communicate the Awards Program through the RNA Society website, email, social media, Newsletter, Annual Meeting, and other appropriate channels. In collaboration with the webmaster, Media & Communications Committee, Newsletter Editor, and other Society partners, ensure that award information, deadlines, recipient announcements, and other relevant content are accurate, current, and appropriately publicized.
7. Coordinate the recognition and announcement of award recipients, including preparation of recipient profiles and summaries, collection of photographs and other materials, coordination of recipient approvals, and preparation of announcements for the website, Newsletter, Annual Meeting, and other Society communications. Maintain a comprehensive and accurate record of past award recipients.

8. Oversee the Awards Ceremony and presentation of awards at the Annual Meeting, working with the CEO, President, Annual Meeting organizers, and relevant contractors to coordinate the ceremony and ensure timely production and presentation of plaques and other recognition materials.
9. Evaluate and develop the Awards Program, periodically assessing the scope, effectiveness, impact, and financial structure of existing awards; identifying opportunities to improve award categories, evaluation procedures, applicant experience, promotion, and recipient recognition; and evaluating proposals for new awards or award categories. Make recommendations regarding significant program changes to the CEO and the RNA Society Council.
10. Develop and oversee the annual Awards Program budget in consultation with the CEO and CFO, including prize amounts, plaques and recognition materials, promotional expenses, and other program-related costs. Monitor expenditures throughout the year and ensure that Awards Program activities remain consistent with the approved budget.
11. Develop and maintain relationships with award sponsors and identify opportunities for additional financial support, working with the CEO and the Chairs of the Business Development Committee and Fundraising & Philanthropy Committee. Coordinate award sponsorship arrangements in accordance with RNA Society values, policies, approval processes, and signature authority requirements.
12. Maintain appropriate records and documentation for the Awards Program, including applications, evaluation materials and records, award decisions, recipient information, policies and procedures, promotional materials, sponsorship information, and other relevant documentation in the Society's designated document-management system. Ensure that records are sufficiently organized to provide continuity and facilitate an orderly transition to future Awards Committee leadership.
13. Attend the RNA Society Annual Meeting and report to Council, including an annual report of Awards Committee activities, accomplishments, financial status, recommendations, and proposed improvements submitted to the CEO by May 1 for inclusion in the RNA Society Annual Report.
14. Work collaboratively with the CEO, President, CFO, Council, and other RNA Society committees and staff on matters related to the Awards Program and ensure that all awards-related activities, financial commitments, communications, and contracts comply with established RNA Society policies and procedures.

Chair of the Inclusion & Belonging Committee – The Chair is appointed by the President and CEO, subject to approval by the RNA Society Council, and serves a three-year renewable term. The I&B Committee was established in 2021 (and renamed in 2026) to advance diversity, equity, and inclusion within the RNA Society and to promote an environment in which all members of the RNA community can participate, contribute, and thrive. *The ideal candidate is organized and detail-oriented, an effective communicator, and an active member of the RNA community with demonstrated experience advancing diversity, equity, and inclusion in science. The Chair should be collaborative, thoughtful, and able to work effectively with Society leadership, committees, members, and external organizations.*

1. Lead and coordinate the work of the I&B Committee to advance its mission and priorities in alignment with the RNA Society's values, strategic priorities, and policies.
2. Establish annual goals, priorities, and timelines for the Committee and coordinate the work of committee members to ensure that agreed-upon activities and initiatives are completed effectively and on schedule.
3. Identify, evaluate, and report on best practices employed by peer scientific societies and other relevant organizations to promote diversity, equity, inclusion, belonging, and the advancement of scientists from communities that have historically been underrepresented or underserved in science.
4. Provide a I&B perspective on RNA Society programs, policies, and initiatives, working with Society leadership and relevant committees to identify opportunities to strengthen inclusion, equity, and access where appropriate.

5. Develop and recommend programs and initiatives that promote inclusion, engagement, retention, professional development, and participation in the RNA Society, particularly in areas related to membership growth and the Society's broader impact on the RNA community.
6. Assess the I&B needs and experiences of RNA Society members through appropriately designed surveys, focus groups, or other feedback mechanisms. Analyze findings and communicate relevant recommendations to RNA Society leadership and Council.
7. Collaborate with RNA Society committees, programs, and leadership to develop and implement initiatives that enhance inclusion, retention, community engagement, mentoring, and professional development.
8. Work collaboratively with the Chair of the Membership Committee to identify opportunities to broaden recruitment, participation, and engagement across the RNA Society membership.
9. Collaborate with the Education Committee, Media & Communications Committee, and other relevant committees and programs to incorporate appropriate I&B considerations into educational, mentoring, communication, and outreach activities.
10. Oversee I&B-related content on the RNA Society website in collaboration with the webmaster and relevant RNA Society leaders, ensuring that information is accurate, current, and appropriately reflects the Society's I&B activities and resources.
11. Promote awareness of I&B-related programs and opportunities through appropriate RNA Society communication channels, including the website, newsletter, Annual Meeting, and other member communications.
12. Maintain appropriate records of I&B Committee activities, initiatives, recommendations, and outcomes to support continuity and evaluation of the Committee's work.
13. Present recommendations, proposed initiatives, and future priorities to Council when Society approval, funding, or other action is required.
14. Attend the RNA Society Annual Meeting in person and participate in relevant business meetings and discussions concerning the Society's I&B activities and priorities. Prepare an annual summary of I&B Committee activities and accomplishments for inclusion in the RNA Society Annual Report and provide an update to Council during the Annual Meeting.
15. Ensure an orderly transition of Committee leadership by maintaining appropriate documentation and providing the incoming Chair with relevant records, ongoing initiatives, institutional knowledge, and other materials necessary for continuity.

Chair of the Media & Communications Committee - The Chair is appointed by the President and CEO, subject to approval by the RNA Society Council, and serves a three-year renewable term. Established in 2021, the Media & Communications Committee oversees the RNA Society's communications, digital media presence, and engagement with Society members and the broader RNA scientific community. The Chair is responsible for developing and implementing communication strategies that advance the Society's mission, increase its visibility and impact, promote member engagement, and strengthen connections within the international RNA community. The Chair reports to the CEO and works collaboratively with RNA Society leadership, committee chairs, the webmaster, and other relevant stakeholders.

1. Lead and oversee the activities of the Media & Communications Committee, establishing annual goals, priorities, and timelines aligned with the RNA Society's mission and strategic objectives. Recruit and coordinate volunteer committee members, delegate responsibilities as appropriate, and ensure that committee activities are completed effectively and on schedule.
2. Develop, implement, and periodically update a comprehensive Communications & Social Media Strategy for the RNA Society, establishing clear objectives and approaches for engaging members and the broader scientific community. The strategy should prioritize:

i. Communicating RNA Society activities, programs, events, opportunities, and initiatives, including the Annual Meeting, Awards Program, Member Spotlights, RNA Salons, and other Society activities.
ii. Creating and disseminating high-quality, accessible, and engaging RNA science-related content for members and non-members.
iii. Building an active and connected online community that facilitates scientific information exchange, professional development, and engagement.
iv. Increasing awareness of the RNA Society, strengthening its digital presence, and directing audiences to the Society's website and programs.

3. Establish and maintain guidelines and best practices for RNA Society communications and social media engagement, ensuring appropriate standards for content quality, accuracy, consistency, messaging, and representation of the Society. Periodically review and update these guidelines to reflect evolving communication practices and organizational needs.
4. Coordinate the collection, development, and dissemination of RNA Society communications. Work closely with the CEO, committee chairs, and other Society leaders to identify communication priorities, coordinate announcements, ensure consistency of messaging, and facilitate timely dissemination of relevant information through appropriate communication channels.
5. Oversee and strengthen the RNA Society's social media presence across established platforms, including LinkedIn, Instagram etc., and evaluate additional platforms as appropriate. Develop approaches to expand audience reach, increase engagement, encourage participation by members and non-members, and enhance the visibility of the Society's activities and scientific contributions.
6. Promote the accomplishments of RNA Society members and advances in RNA science through regular communications and digital content. Priority areas include member awards, publications, research achievements, scientific discoveries, professional milestones, and RNA-related news and developments relevant to the broader scientific community.
7. Monitor and evaluate the effectiveness of the RNA Society's communications and digital media activities by tracking audience growth, engagement, website traffic, content performance, and other relevant metrics. Maintain appropriate records of communication activities and analytics, periodically report findings to Society leadership, and use these data to inform improvements in communication strategies and outreach.
8. Identify and evaluate emerging digital media platforms, communication technologies, and content formats that may enhance the RNA Society's visibility, accessibility, and engagement. Recommend new platforms and communication approaches, including appropriate frameworks for content development, distribution, and management.
9. Collaborate with the CEO and webmaster to maintain and improve communication-related content on the RNA Society website. Ensure that Society announcements, programs, events, and other relevant information are accurate, current, accessible, and clearly presented. Periodically evaluate website organization, functionality, and content and recommend enhancements that improve the user experience and effectiveness of Society communications.
10. Provide oversight and support for the RNA Society Newsletter by recruiting a qualified Newsletter Editor to serve on the Media & Communications Committee and coordinating with the Editor and CEO on the production and distribution of the biannual Newsletter. Periodically assess its content, format, accessibility, and effectiveness, and identify opportunities to enhance its value to Society members.
11. Evaluate communication and social media practices employed by peer scientific societies and professional organizations and use these findings to recommend initiatives, platforms, and content approaches that strengthen the RNA Society's outreach, member engagement, educational impact, and visibility.
12. Collaborate with other RNA Society committees and programs to support coordinated communication and outreach**,** including the Membership, Education, Awards, Inclusion & Belonging, Meetings, and other relevant committees. Work with committee chairs and Society leadership to promote their activities, increase participation, and communicate the value and impact of Society programs and initiatives.

13. Attend the RNA Society Annual Meeting in person and coordinate communication and social media activities associated with the meeting**,** including promotion of scientific sessions, Society programs, member achievements, and other meeting-related activities. Provide an update to the RNA Society Council during the Annual Meeting on the Committee's activities, accomplishments, and priorities.
14. Prepare an annual written summary of Media & Communications Committee activities and accomplishments for submission to the CEO and inclusion in the RNA Society Annual Report to Council. The report should summarize major communication initiatives, digital media performance, member engagement activities, and recommendations for future priorities.

Nominating Committee – The Nominating Committee is appointed a new annually by the President and is subject to approval by the RNA Society Council. Committee appointments are for one year only, and individuals who serve on the Nominating Committee are not eligible for reappointment for two years following their service. The Nominating Committee plays a central role in identifying candidates for elected leadership positions and helping ensure a strong and diverse leadership pipeline for the RNA Society.

1. Identify and nominate candidates for the RNA Society's annual elections. The Committee nominates candidates for Director positions each year and candidates for President every two years.
2. Develop and evaluate a pool of qualified candidates for each open elected position. The Committee should consider the needs and strategic priorities of the RNA Society and seek candidates who can contribute effectively to the Society's governance and continued development.
3. Issue a Call for Nominations to RNA Society membership for nomination for election no later than January 15th each year.
4. Select the candidates to appear on the electronic ballot. As a general goal, the Committee should identify approximately six candidates for three Director positions and two candidates for the President position.
5. Provide the CEO and President with documentation of the nomination process, including:
   i. The names of all candidates considered by the Committee.
   ii. The names of the final nominees.
   iii. A short Biography for each final nominee.
   iv. A Statement of Interest from each final nominee for inclusion on the electronic ballot.
6. Maintain appropriate confidentiality throughout the nomination process. Information concerning candidates under consideration should be treated as confidential until candidates and nominees are formally announced by the RNA Society.
7. Coordinate with the CEO and Secretary as needed to ensure that candidate information is complete, accurate, and submitted in time for preparation of the electronic ballot.

Lifetime Awards Selection Committee – The Lifetime Awards Selection Committee is established a new annually in November and is chaired by the RNA Society President. The Committee consists of the President, Past President, and three outgoing Directors. The Committee is responsible for selecting recipients of the RNA Society Lifetime Achievement in Science Award and the RNA Society Outstanding Service Award.

1. Issue a Call for Nominations to Society membership for the Lifetime Achievement in Science Award and Outstanding Service Award no later than December 1st each year.
2. Solicit and compile nominations and develop a list of qualified candidates for consideration by the Committee.
3. Evaluate candidates and select recipients for each of the Lifetime Achievement in Science Award and Outstanding Service Award in accordance with established award criteria and guidelines, taking

into consideration the significance and sustained impact of the candidates' contributions to RNA science, the RNA Society, and the broader RNA community, as applicable to each award.
4. Maintain confidentiality throughout the nomination and selection process**,** including the identities of candidates under consideration and the Committee's deliberations, until award recipients are formally announced by the RNA Society.
5. Identify and manage actual, potential, or perceived conflicts of interest among Committee members and ensure that members with a conflict do not participate in the evaluation or selection of the affected candidate, consistent with RNA Society policy.
6. Notify the CEO of the Committee's award selections no later than January 31st. The CEO will coordinate the official announcement and communication of award winners to the RNA Society membership.
7. Prepare award announcements and citations in consultation with the award recipients. The Committee should ensure that citations accurately and appropriately describe the achievements and contributions for which each recipient is being recognized.
8. Periodically review the guidelines and procedures for the Lifetime Awards to ensure that the awards remain relevant, appropriately recognize excellence, and reflect the values and priorities of the RNA Society. Recommend changes to the CEO and Council when appropriate.
9. In conjunction with the RNA Society Secretary, maintain appropriate records of nominations, deliberations, selections, and award citations to ensure continuity and facilitate the annual reconstitution of the Committee.

RNA Salon Program Director – The Director is appointed by the President and CEO and serves a three-year renewable term. The RNA Salon Program was established in 2016 to provide financial support for recurring local and regional RNA science activities at academic institutions worldwide. The program is designed to foster interactions among RNA scientists and promote the training and professional development of RNA researchers. The RNA Salon Program Director is responsible for managing, developing, and overseeing the RNA Salon Program, which supports approximately 70 RNA Salons worldwide. The Director reports to the Chair of the Membership Committee, who reports to the RNA Society Council.

1. Develop and maintain a long-term vision for the RNA Salon Program that supports its continued growth, effectiveness, international reach, and alignment with the RNA Society's strategic priorities.
2. Develop, review, and update RNA Salon Program guidelines and procedures as needed, and recommend any significant changes to the Chair of the Membership Committee, CEO, and Council for approval.
3. Establish and maintain relationships with sponsorship partners supporting the RNA Salon Program. This includes:
    i. Discussing sponsorship opportunities and program objectives with current and prospective partners.
    ii. Developing or updating Memoranda of Understanding (MOUs) in consultation with the CEO and other appropriate Society leaders.
    iii. Coordinating execution of MOUs and other agreements in accordance with RNA Society contracting procedures.
    iv. Maintaining regular communication with sponsorship partners, including providing updates on program activities and outcomes at least quarterly.
4. Develop and recommend the annual program budget and maximum number of supported RNA Salons for approval by the RNA Society Council.
5. Develop and administer the annual RNA Salon application process, including:
    i. Preparing and updating the application form and supporting materials.
    ii. Coordinating with the RNA Society AMC to open and publicize the Call for Applications, generally in August each year.

iii. Coordinating with the RNA Society website and communications teams to promote the Call for Applications through the website, email, and other appropriate channels.

6. Review and evaluate RNA Salon applications and select Salons for support in accordance with established guidelines and the approved annual budget. Determine the appropriate level and duration of support, typically one or two years and approximately $1,000 per year, in consultation with the CEO and Chair of the Membership Committee as appropriate.
7. Communicate funding decisions to applicants and provide appropriate notification to the sponsorship partner, CFO, CEO, and Chair of the Membership Committee.
8. Administer agreements with supported RNA Salons, including:
   i. Preparing RNA Salon agreements or contracts using Society-approved templates.
   ii. Collecting completed and signed agreements.
   iii. Coordinating with the CFO to process approved funding payments.
   iv. Providing supported Salons with the appropriate forms and instructions for submitting payment information.
9. Maintain accurate and current records of the RNA Salon Program, including:
   i. A master list of supported RNA Salons.
   ii. Names and contact information for RNA Salon organizers.
   iii. Applications, funding decisions, agreements, and payment records.
   iv. Program participation and outcome information.
10. Maintain and update the RNA Salon website in collaboration with the RNA Society webmaster or website coordinators, ensuring that information about the program, supported Salons, application procedures, and deadlines is accurate and current.
11. Promote RNA Society membership among RNA Salon participants in collaboration with the Chair of the Membership Committee. Identify opportunities to encourage Salon participants to engage with the RNA Society and become members.
12. Coordinate complimentary RNA Society trainee memberships available through the RNA Salon Program, including:
    i. Collecting eligible trainee information from RNA Salon organizers.
    ii. Coordinating with the AMC to establish the appropriate memberships.
    iii. Maintaining appropriate records of participating trainees.
13. Develop opportunities for engagement among RNA Salon organizers, including online and in-person meet-and-greet events and other activities designed to facilitate communication and sharing of best practices among Salon organizers.
14. Evaluate the effectiveness and impact of the RNA Salon Program through an annual survey and other appropriate assessment mechanisms.
    i. Prepare and distribute the annual RNA Salon survey, generally in April.
    ii. Collect and analyze survey responses.
    iii. Share results and relevant recommendations with the CEO, Chair of the Membership Committee, Council, and sponsorship partners, as appropriate.
15. Serve as the primary point of contact for the RNA Salon Program, responding to inquiries from organizers, applicants, participants, sponsorship partners, and other stakeholders throughout the year and monitoring the RNA Salon program email account.
16. Prepare an annual summary of RNA Salon Program activities, including participation, funding, outcomes, and significant accomplishments, for inclusion in the RNA Society Annual Report and presentation to Council at the RNA Society Annual Meeting.
17. Attend the RNA Society Annual Meeting and participate in the Council meeting to report on the RNA Salon Program, discuss program performance and future priorities, and respond to questions from Council.
18. Work closely with the Chair of the Membership Committee, CEO, CFO, AMC, sponsorship partners, and other relevant Society leaders to ensure that the RNA Salon Program operates effectively, remains financially sustainable, and supports the broader goals of the RNA Society.

Director of Advocacy & Outreach - the Director of Advocacy & Outreach is appointed by the President and CEO and is charged with developing and leading the RNA Society's outreach and advocacy program to increase awareness of RNA science, strengthen engagement with diverse stakeholders, and advance the Society's mission. The Director of Advocacy & Outreach reports to the Chair of the Education Committee who, in turn, reports to the CEO and RNA Society Council.

1. Develop and implement a strategic outreach and advocacy plan aligned with the Society's mission and strategic priorities, in agreement with the Education Committee and the Society's leadership.
2. Develop and implement initiatives that connect the RNA research community with educators, advocacy groups, policymakers, the public, and partner organizations.
3. Foster collaborations with scientific societies, educational institutions, and nonprofit organizations.
4. Coordinate advocacy initiatives, including position statements, policy briefs, and member action campaigns.
5. Ensure that all advocacy activities are nonpartisan and consistent with the Society's bylaws, values, and applicable legal requirements.
6. Contribute to the annual report of the RNA Society summarizing activities, outcomes, and future priorities.
7. Contribute content for newsletters, the Society website, social media, and other communication channels.
8. Represent the Society at external events when appropriate.

Faculty Advisor(s) to the RNA Society Junior Scientists Group – Faculty Advisors are appointed by the President and CEO and are responsible for providing guidance, mentorship, and oversight to the RNA Society Junior Scientists Group, supporting its activities and ensuring continuity of the Junior Scientist Representatives program.

1. Provide guidance and mentorship to the Junior Scientist representatives, facilitating communication and collaboration among representatives and helping them identify and address the needs of graduate students, postdoctoral researchers, early-career principal investigators, and other junior members of the RNA Society.
2. Serve as the primary liaison between the Junior Scientists Group and RNA Society leadership, communicating proposals, priorities, concerns, progress, and feedback in both directions and helping representatives navigate Society resources, policies, and procedures.
3. Support the development, implementation, and evaluation of Junior Scientists Group initiatives, including workshops, panel discussions, networking opportunities, and other activities at the RNA Society Annual Meeting and through year-round virtual engagement. Attend the Annual Meeting and provide guidance and logistical support for activities organized by the representatives.
4. Support the recruitment, selection, on-boarding, and transition of Junior Scientist representatives, helping ensure effective succession planning, transfer of responsibilities, and continuity of the program. Maintain organized, accessible, and up-to-date program documentation, including role descriptions, annual timelines, event-planning procedures, recurring responsibilities, contacts, templates, reports, and transition materials.
5. Prepare an annual report in consultation with the Junior Scientist representatives, documenting activities, participation, accomplishments, challenges, lessons learned, and priorities for the following year for inclusion in the RNA Society Annual Report.

RNA Spotlight Series Editor – The RNA Spotlight Series Editor serves as a member of the RNA Society Membership Committee and reports to the Chair of the Membership Committee. The Editor oversees the RNA Spotlight Series, which highlights the lives, careers, accomplishments, and contributions of RNA Society members and promotes engagement and community within the Society.

1. Coordinate the selection of featured members and recruitment of volunteer writers in collaboration with the Membership Committee Chair, with the goal of representing the breadth and diversity of the RNA Society's membership. Provide volunteer writers with appropriate guidance, background information, editorial expectations, and deadlines.
2. Oversee the editorial process for Spotlight articles, including editing, secondary review, and final proofreading, to ensure that articles are accurate, engaging, consistent in style, and appropriate for publication. Communicate with featured members throughout the process and obtain their review and approval of final articles and accompanying biographical information and photographs before publication.
3. Coordinate the publication and distribution of Spotlight articles with the RNA Society website, communications, and social media teams, as appropriate, and maintain an editorial calendar to ensure a regular and timely publication schedule.
4. Maintain accurate and organized records of the Spotlight Series, including featured members, volunteer writers, publication dates, and associated materials, to support continuity and facilitate future development of the program.
5. Periodically evaluate the effectiveness of the Spotlight Series in collaboration with the Membership Committee Chair and recommend improvements to its content, format, reach, and contribution to member engagement.

Newsletter Editor – The Newsletter Editor serves under the RNA Society Media & Communications Committee and is responsible for coordinating the production and publication of the RNA Society's biannual Newsletter. The Editor works closely with the CEO and other Society leaders to ensure that the Newsletter provides timely, accurate, and engaging information to RNA Society members.

1. Coordinate content development and solicitation in collaboration with the CEO and Media & Communications Committee, establishing editorial priorities for each issue and soliciting and coordinating contributions from Society officers, committee chairs, program directors, members, and other contributors, as appropriate.
2. Manage the editorial process for each Newsletter issue, including editing and formatting submitted content for clarity, accuracy, consistency, and appropriate length while preserving authors' intended messages and voices. Assemble articles, announcements, photographs, graphics, and other relevant materials into a cohesive issue.
3. Coordinate review, finalization, and publication of each issue, circulating drafts to contributors and appropriate Society leadership for review and proofreading, incorporating necessary corrections, preparing the final Newsletter in PDF format, and providing the completed issue to the CEO for distribution to the RNA Society's AMC and webmaster.
4. Maintain an editorial calendar and production schedule to ensure that Newsletter issues are completed and distributed in a timely manner.
5. Maintain an organized archive of published Newsletters and associated source materials to preserve the Society's historical communications and facilitate future access and reference.

Coordinator(s) of the Mentoring Programs - The RNA Society offers two mentoring programs: the Mentor/Mentee Dinner at the Annual Meeting and the Individual Mentoring Program. These programs may be coordinated by one or more active Society members, appointed at the discretion of the CEO and President with the approval of the RNA Society Council. Coordinators should have strong organizational skills, understand and respond to the needs of junior scientists, demonstrate attention to detail, and be open to evaluating and improving program activities.

A. Coordinator of the Mentor/Mentee Dinner at the RNA Society Annual Meeting

1. Program planning and registration: Coordinate with Annual Meeting organizers to identify relevant cultural and professional considerations and select appropriate discussion topics. Work with the Society's registration and meeting administration provider to ensure event details and topic options are included on the registration website, adapting plans as needed to accommodate the meeting location and attendees.
2. Participant matching and seating: Develop a seating plan based on participants' stated topic preferences and other relevant criteria, ensuring a balanced mix of mentors and mentees and avoiding institutional overlap. Consider geography and other factors where appropriate, and communicate expected attendance and seating arrangements to the on-site coordinator.
3. Mentor preparation and event logistics: Notify mentors of their assigned table and discussion topic, providing guidance and suggestions to help initiate productive conversations. Coordinate with the on-site team to arrange signage and confirm responsibility for its preparation and setup.
4. On-site coordination: Be available during the Annual Meeting to address last-minute changes, fill gaps such as replacement mentors, and assign tables to additional mentees as needed.
5. Documentation and continuity: Maintain relevant program information and be prepared to share procedures, materials, and recommendations with a successor.

B. Coordinator of the Individual Mentoring Program

1. Recruitment of mentees and mentors: Advertise the program annually, or more frequently as appropriate, to recruit junior Society members seeking individual mentoring for approximately one year. Provide an application form and solicit senior Society members willing to serve as mentors, collecting information about their expertise and interests to support effective matching.
2. Mentor–mentee matching: Pair participants based on factors such as career stage, academic and professional background, mentoring needs and goals, and location where relevant. When no suitable volunteer is available among those who have expressed interest, identify and approach other appropriate senior Society members.
3. Program launch and guidance: Introduce each mentor–mentee pair by email, sharing contact information and practical guidance on establishing expectations, communication, scheduling, and goals. Encourage participants to contact the coordinator if difficulties arise or a change in pairing is needed.
4. Participant follow-up: Check in with mentors and mentees once or twice during the program year, as appropriate, to confirm that contact has been established, encourage productive engagement, and help address concerns or requests for a change in pairing.
5. Evaluation and continuity: Solicit participant feedback to assess the program and identify opportunities for improvement. Maintain relevant records and guidance materials and be prepared to provide them to a successor.