MWSPR Council Expectations

President (3 years for President elect, President, Past President)
To organize the meeting, choose the 2 keynote “State of the Art” speakers, grand rounds speaker and the trainee breakfast speaker. President will work with local organizing committee to work out details of the meeting. The President announces sessions and “runs” the annual meetings. The President should obtain access to the CVs of the speakers to generate proper introductions, and obtain the standard written introductions that acknowledge the industry support for speakers and awardees (Sutherland, Kenny, Metcoff, Student awards). After the abstract scoring by the Council, the President organizes the meeting abstracts into oral vs. poster presentations, and placement within sessions. Note that junior faculty presentations are on Thursday morning, so that a decision can be made for the Sutherland Award to be presented at the Sutherland/Founder’s Award Luncheon. Writes thank you letters to the Grand Rounds and State-of-Art speakers. Attends breakfast or lunch of Regional SPR groups at PAS meeting (President, President-Elect and Secretary-Treasurer).

President Elect
President-Elect receives the list of presidential duties one year ahead of time to observe and anticipate duties. The President-Elect also organizes and introduces the Founders Award recipient and arranges for a close colleague of that candidate to formally introduce the awardee, find photos, testimonials, etc. He/she assists the awardee in preparing an acceptance speech with insight into their involvement in pediatric research. Attends breakfast or lunch of Regional SPR groups at Annual PAS meeting.

Past President
The Past President’s role is to remain on the Council to ensure that the history of the Society is appreciated and to promote its future. The Past-President can help the Secretary-Treasurer address delinquency and dues reminder letters. The Past President serves on the nominating committee for new Council members (3 year term), for the President-Elect (3 year term) and for the Secretary-treasurer (5 year term). The Past President works with those who have completed their Council terms to ensure their involvement in nominating new members.

Council (3 years)
The expectation of a Council member is to generate interest in the MWSPR and to encourage others to join, to attend all 3 meetings while on the Council (in the absence of a critical conflict). Council members work within their home institution (their Chair, the person responsible for orienting junior faculty and with those who oversee fellowship training) to publicize upcoming abstract deadlines and annual meetings and call for new members. Each Council member is expected to notify the Past President of potential candidates for Council positions from their institutions. Members of the Council review and score abstracts for each fall annual meeting. A couple of telephone conference calls are held throughout the year and another is typically held during the summer to review the preliminary organization of the Fall meeting, including a discussion of and consensus for oral/poster presentations. Council members moderate the platform presentations at the annual meeting. If attending the PAS, there is typically a brief council meeting held on Saturday or Sunday evening.
Past Council Members (1 year)
Past Council members will work with the Past-President to nominate new members.

Council SubCommittees:

1. Membership SubCommittee: Immediate past council members work with the past-president & secretary to help find new members, goal of around 15-20 per year and to help nominate new council members. Identify potential members from SPR lists, contacts at member institutions, and other sources.

2. Marketing and Industry SubCommittee: Work with president & treasurer to help generate industry support (writing emails, making contacts, etc). If grant applications or contracts are necessary, these will be performed by the Treasurer, because of access to detailed financial resources and needs. The group will also write chairs of departments to seek out “Academic Sponsorships” to help cover trainee travel stipends to defray a substantial amount of costs for travel/housing.

3. Finance SubCommittee: President-Elect and president work with Treasurer to help budget for meeting expenses, generate estimates of costs and need to restructure meeting registration and dues.

4. Newsletter SubCommittee: Work with the Secretary to compile newsletter material for newsletters and membership-wide mailings. Recruit 200-300 word articles from the president or other members that would be of interest to the membership.

Secretary (5 year term)
The Secretary is responsible for arranging Council conference calls and for sending post-meeting minutes; for arranging a brief meeting of the Council during the national PAS meeting and posting minutes; processing of annual membership dues; and paying bills related to the Society’s activities. She/he will work with the SPR to ensure that the MWSPR website remains current. The Secretary is responsible for informing Council members of their specific duties, arranges certificate for their accomplishment. The secretary will assist the President in publishing a Call for Abstracts for the annual meeting and finalize the Meeting Program. The secretary may publish a newsletter with the newsletter committee.

Treasurer (5 year term offset with the Secretary)
The Treasurer is responsible for obtaining industry support for the annual meetings and submit grant applications to industry and other support. The Treasurer will work with the MedPubInc service to process meeting registration and associated paperwork. The treasurer will be in charge of new membership applications and assessment of current member dues. The treasurer will renew the biennial non-profit status registration in Missouri and submit income tax. S/he will send send award money checks and order plaques for the awardees, and honoraria, paying bills, grant applications, and industry relations, budgeting for meeting expenses, signing contracts, and other monetary correspondence.
Time-specific duties are below (P=president, PE= president-elect, S=secretary, T=Treasurer)

January:
T: Submit IRS Form 990. Only postcard 990 needed if routine income is less than $50,000.
T: Update Treasury Report from annual meeting.

March:
- S: Discuss annual meeting format with President/President-elect; consider Council conference call for Council’s assistance in meeting preparation.
- T: Establish industry contacts and assure funding through these sources. These have included:
  - Apply for Abbott Nutrition Continuing Medical Education Grant.
  - Send letters requesting funds from Mead Johnson.
  - Contact Cornerstone, Ikaria and others for additional support.

April:
- S: Plan agenda for brief council meeting at spring PAS meeting.
- T: Develop dues statements to be sent out to membership electronically by early May.
- S: Update MWSPR website

May
- P & S: Plan Spring meeting of MWSPR Officer/Council members at the annual PAS
- P, PE, S, T: Attend breakfast or lunch of Regional SPR groups at PAS meeting (President, President-elect and Secretary-Treasurer)
- S: Send out “Call for Abstracts” electronically and dues statements.

June/July:
- P: Score Abstracts. Email additional request for dues.
- PE: Finish Founder’s Awardee with President Elect.

July/August:
P: Arrange conference call to firm up presentation of oral vs. posters.
- T: Email reminder of those who didn’t pay dues.
- S: Send reminder letter of meeting attendance with preliminary program.
- T: Order plaque for President.
- T: Contact Mead Johnson for Founder’s Plaque.
- PP: Recruit applications for new members.

August:
- T: File annual report for MWSPR online by August 31 on even years. Howard Kilbride is the registered agent and continues to be since we are registered in Missouri; he will pay $10 registration.

September:
- S: Email reminder letter about meeting to membership and include final agenda.
- T: If dues are delinquent >3 years, send letter to state removal of membership.
October Meeting-associated duties:
- T: Prepare an annual Treasurer’s report for Council and Business meeting, help local organizer, President plan and distribute agenda for Council meeting and Business meeting.
- S & P: As a team, keeps the meeting and the business meeting organized
- T: Get sign in and SSN for student/resident/fellow travel awards, score sheets for all awards.
- T: Scoring sheets for Sutherland, Kenny, Metcoff, and Cleveland Clinic, Phillips Awards.
- S: Bring copy of the bylaws and constitution in case questions arise at the council meeting.
- S: Generate minutes for Council and Business meetings.

November/December:
- T: Send thank you notes to Ross, Mead Johnson, and other industry sponsors.
- T: Reimburse travel & honoraria for invited speakers.
- T: Order plaques and ensure that Ross & Mead Johnson plaques are made.
- T: Invoice Cleveland Clinic to receive money for the Cleveland Clinic Student Award.
- T: Invoice Wisconsin to receive money for the Phillips Poster Awards.
- S: Send photos and list of new Council Members to SPR to update web site.

Others:
- S: Conference calls as needed for review of abstracts, prep for meeting and also final closure of meeting and as needed. Minutes of those meetings.
- S: Works with Lori Ennis of MedPub Inc as needed.