

Leadership Handbook for Sections for the American Academy of Clinical Toxicology
2020

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Overview of AACT Sections

AACT Sections were instituted to provide a forum for interested members of the AACT to network and collaborate in a particular area of interest in toxicology. The AACT Board of Trustees provides an operational template for the Sections. The Sections provide a valuable venue for the membership to network with other colleagues with similar interests, to provide a forum to discuss issues concerning relevant topics to the Sections, and work towards goals that will benefit the membership of AACT. Some of the outcomes of the Sections have included invited speakers at NACCT, development of research awards and participation in monthly AACT webinar series. Sections also provide a great venue for junior faculty and trainees to network with more senior members with similar interests. Aligned with the AACT strategic plan for career development of faculty, we believe that every AACT member should stay engaged with at least one section or committee of his or her interest.

Oversight and Support of AACT Sections

Individual Sections are led by one or more Section chair(s) elected by the Section.

Administrative support may be provided for each section and will be provided by the AACT Central Office. Administrative support requests may be submitted VIA If you need to contact the AACT officer, the email address is: admin@clintox.org

Guidelines for Sections

- Each Section will have at least 1 chair (elected by the Section's membership)
- Section Chair Terms: Section chairs may serve one three-year term
- Section Chair(s) are responsible for:
 - Submitting a bi-annual report or website post to the AACT Board of Trustees (one for the fall BOT meeting and one for the spring BOT meeting)
 - Evaluating the activities of the Section will be included in this report
 - Working with the AACT Webinar chair to present as part of the AACT monthly webinar series. Each section should present at least once per year
 - Coordinating the section business meeting at NACCT
 - Coordinating correspondence among section members (social media, forums)
 - Hosting a program at NACCT and developing the Section agenda for program
 - Engaging with their members at least four times a year outside of the NACCT
- Sections are encouraged to:
 - Develop research ideas and implement studies
 - Establish and bestow awards for best abstract and/or platforms for the Section.
 - Incorporate mentoring into their NACCT session and other mentoring activities throughout the year
- Succession Planning for Section Chairs
 - Each section will have a succession plan in place for replacement of chair(s)
 - Ideally, the co-chair will be selected (by either the section membership) with the intent of the co-chair taking over as chair in a set amount of time

- AACT Central Office will keep track of leadership terms and ensure that term limits are complied with
- Communications
 - Listserv: Each Section has the ability to send emails to their section through AACT's email platform. This listserv contains emails of all AACT members who have indicated interest in being a member of the Section. AACT members indicate this with their annual dues payment or upon becoming a member. AACT members can also indicate this and update their profile accordingly. AACT Central Office is responsible for keeping section rosters and listservs up to date.
 - The section chair(s) will send out information via the listserv when appropriate this includes but is not limited to marketing Section meetings at NACCT
 - Website: Each Section has a page on the website (www.clintox.org). Each section website will have the name(s) of the chair(s) as well as contact information. Any updates to the website should be sent to admin@clintox.org by the section chair(s).
 - Social Media: Each Section will have a Twitter account. The Twitter account will be created by the AACT Central Office. The section chair(s) will have administrative writes to the account.
 - The chair(s) and AACT BOT are the only people that can send posts from the Section twitter account
 - The name of the official handle will be the name of the Section_AACT (eg: PedsSection_AACT)
 - AACT will be mentioned in the "About" section of each account with the statement "Retweets/follows not endorsements"
 - The AACT Logo will be used as the picture for each section
 - All posts should include @AACTInfo in the tweet
 - Sections are encouraged to re-tweet any/all posts from the @AACTInfo official page
 - The President and/or BOT has the ability to remove any sections twitter page at any time
- Resources
 - AACT has a Basecamp account and Sections may request AACT establish a project for their Section. Upon establishing a project in Basecamp for a Section, the AACT office will share a public link granting access to the project. [Learn more how to collaborate with Basecamp here.](#)

Selection of Section Chairs

Selection of Chair(s) is the final decision of the AACT President. This decision is made in a variety of ways including:

- Email to the membership asking for volunteers
- Section chair "tapping" of the next leader

Guidelines for Initiation of a new Section

The AACT receives requests from groups to establish a new Section. These below criteria are in place for the establishment and maintenance of each section.

A proposal to initiate a new Section must be submitted to the President for approval. The proposal shall include the following information:

- Name of the Section
- List of explicit goals of the Section
- An explanation of why the Section is important and in what ways it will benefit the AACT membership
- A list of names and signatures of a minimum of 10 AACT members who would join

The AACT Board of Trustees will discuss the application and vote on the application.

Planning for your Sections annual meeting at NACCT

A major responsibility for each Section Chair is to plan their annual meeting at NACCT. The below was created to give Section Chair's an overview of what to expect when planning for this meeting. Section Chairs are responsible for marketing their session at NACCT through emails and social media. The outline is brief to give you flexibility.

Time Frame	Activities
Early Winter	Section chairs will receive an email from the NACCT Planning Committee asking if they will be having a speaker/topic at the Fall NACCT Meeting
February-March	Section chairs will receive a call to submit requests for topic and speakers from the NACCT Planning Committee
April-June	Communication will be sent from NACCT Planning Committee regarding speakers; topics and needed continuing medical education paperwork. Deadlines must be met.
June-July	The NACCT Grid will be sent out from the NACCT Planning Committee with the scheduled date/time for the Section session at NACCT
July-September	<ul style="list-style-type: none">• Communication will be sent from the NACCT Planning Committee regarding important deadlines for speaker materials and handouts. All deadlines must be met.• Market your Section meeting to your section and to the AACT membership. Contact the AACT office if assistance is needed.

Planning for your Sections webinar for AACT Monthly Webinar Series

A major responsibility for each Section chair is to participate in the AACT's Monthly Webinar Series. The Section chair will work with the AACT Webinar Chair to schedule at least one webinar per year led by the Section. The Section chair will be required to identify a speaker for the webinar and meet all of the deadlines from the AACT Webinar Chair.

Failure for the Section Chair to respond to the Webinar Chair or to present during the monthly webinar series, may result in the Section Chair being asked to step down.

Current List of AACT Sections

Acute and Intensive Care (AIC)

Pediatrics

Clinical Toxicology in Sports

Herbs and Dietary Supplements

Geriatric Toxicology

Occupational/Environmental

Envenomations

Forensic

Weapons of Mass Destruction (WMD)

Toxicological Historical Society

Radiation

Trainee and Student

Section Chair Fact Sheet

Expectations of Section Chairs

- Communicate with members via multiple methods
- Contribute to at least one AACT monthly webinar per year
- Plan and lead the Section meeting at NACCT
- Timely submission of bi-annual report including section activities
- Commitment to the Section

Skills Set

- Demonstrate passion regarding topic of Section Topic Expertise
- Leadership Skills
- Good oral and written communication skills
- Ability to run a meeting efficiently
- Ability to facilitate meetings efficiently
- Organized
- Available by email to respond to members ideas and suggestions
- Inclusiveness, open to diversity of activities
- Familiarity with technological tools for communication
- Willingness to work with AACT Central Office
- Ability to identify and foster a person to be co-chair with eventual succession plan for that person

Time Commitment

- Terms are three years long and should be not served consecutively. A Section Chair should not serve more than 3 terms.
- The time commitment varies from section to section
 - Planning NACCT Meeting
 - Planning webinar presentation
 - 1-2 hours per month which may increase as the NACCT or webinar draws closer