



# **AACT Sections of Interest Leadership Handbook**

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## **Overview of AACT Sections of Interest**

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 to [admin@clintox.org](mailto:admin@clintox.org). These requests will be replied to within two business days.

## **Guidelines for Sections**

- Each Section will have at least 1 chair
- Nominated by a member of the section or the Board of Trustees (BOT) and put into position per the president
- Section Chair Terms: Section chairs may serve a maximum of three, three-year terms
- Section Chair(s) are responsible for:
  - Submitting a bi-annual report or website post to the AACT BOT (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 the program
- Sections are encouraged to:
  - Develop research ideas and request BOT approval to 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 nominated by the section chair, section membership, or BOT and put into position per the president, 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 can 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 (<https://www.clintox.org/sections>). 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](mailto:admin@clintox.org) by the section chair(s). Social Media: AACT Sections will not have a separate social media account. AACT Section Leaders can submit requests to post on the AACT Social Media Platforms by emailing the AACT Central Office at [admin@clintox.org](mailto:admin@clintox.org).
- Resources
  - Biannual forum to allow for section chairs to meet and discuss ideas/planning

### **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
- Ultimately the chair will be appointed by the president

### **Guidelines for Initiation of a new Section**

The AACT receives requests from groups to establish a new Section. The 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 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 | Communication will be sent from the NACCT Planning Committee regarding important deadlines for speaker materials and handouts. All deadlines must be met.<br><br>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, [David Vearrier](#) 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 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 \(AIC\)](#)

[Addiction Toxicology](#)

[Clinical Toxicology in Sports](#)

[Diversity, Equity, and Inclusion](#)

[Envenomation](#)

[Forensic Toxicology](#)

[Geriatric Toxicology](#)

[Herbs and Dietary Supplements \(HDS\)](#)

[Occupational/Environmental](#)

[Pediatric](#)

[Radiation](#)

[Toxicological Historical Society](#)

[Trainee and Student](#)

[Weapons of Mass Destruction \(WMD\)](#)

### **Section Chair Fact Sheet**

#### **Expectations of Section Chairs**

- Update and maintain the section webpage on AACT website (<https://www.clintox.org/sections>)
- Communicate with member section listservs
- 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

### **Skills Set**

- Demonstrate passion regarding topic of Section
- Topic Expertise
- Leadership Skills
- Good oral and written communication skills
- Ability to facilitate meetings efficiently
- Organized
- Availability to answer member emails, ideas and suggestions in a timely manner.
- 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
- 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