

## **SSR Heritage Committee Standard Operating Procedures** **Updated 6/2023**

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**SSR Bylaws, Article XI: Section 4 (i):** A Heritage Committee composed of a minimum of twenty-five percent Emeritus Members of the Society shall be responsible for program development that will educate young scientists about the historical perspectives relevant to current research in reproductive biology. The Heritage Committee shall also create/define an activity in the program of the Annual Meeting specifically designed for Emeritus members that will serve as an incentive for their attendance and participation.

### **Responsibilities and Goals:**

1. The committee selects the Heritage Committee Honoree from nominations from the membership at large and informs the Board of Directors of their selection. The committee is also responsible for creating the poster of the Honoree to be displayed at the annual meeting. For Honorees that can attend the meeting, a memory book, and a legacy science family tree as well as a link to the podcast of an interview with the honoree will accompany the poster during the meeting. The committee also organizes the lunch for those Honorees able to attend in person. (See Appendix A for the Nomination content template)
2. The Heritage committee will be in charge of honoring deceased members by preparing the “*In Memoriam*”. The committee can reach out to colleagues and trainees of the deceased to generate the text that will be submitted to the SSR office for distribution through the newsletter and/or website.
3. The committee serves at the pleasure of the Board of Directors and the President to accomplish goals relating to the history of the society.

### **Major Activities**

The Heritage Committee is responsible for identifying the Heritage Honoree, a scientist who has been or is a member of SSR, who is no longer active in research, whether living or deceased, and whose research has had a sustained impact on the field of Reproduction. In addition, the committee hopes the program will educate the membership at large about the historical perspectives relevant to current research in reproductive biology, including creating a memory of the scientists that performed such research.

### **Schedule:**

#### **JUNE**

- If necessary, arrange with the SSR office for time and place to hold a committee meeting during annual meeting.

#### **JUNE/JULY**

- Meet with the program chair, past president, and SSR office representatives to discuss the order of events at the meeting.
- Post conference the new meeting schedule will be set by the incoming chair as needed from August to October.

#### **NOVEMBER**

- The heritage committee opens the call for nominations for the heritage honoree to the SSR Membership.
- The SSR membership submits nominations consisting of 300 words or less describing the most important contributions the nominee has made to the field of reproductive sciences and to the Society for the Study of Reproduction. See below for recommended text.

## **DECEMBER**

- The heritage committee reviews the nominations and selects the best candidate via anonymous electronic vote. The voting survey will be created by the SSR Office.

## **JANUARY**

- The heritage committee submits their selection to the board for approval.
- The Board confirms the Heritage nominee.
- Heritage honoree is announced to SSR Membership via Newsletter.

## **FEB-JULY**

- The chair will call meetings as needed.

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### **Appendix A: Heritage Honoree - Language for the newsletter announcement:**

“The Heritage committee is seeking nominations for the **20XX SSR Heritage Honoree**. This honor is set to recognize a scientist who has been or is a member of SSR, who is no longer active in research, whether living or deceased, and whose research has had a sustained impact on the field of Reproduction.

Nominee Name:

Nominator Name:

Relationship with the Nominee:

Nominator Email:

Nominator Affiliation:

Please provide a description (no more than 300 words) of the most important contributions the nominee has made to the field of reproductive sciences and to the Society for the Study of Reproduction.

Please consider nominating a deserving member of our cadre. Please submit the completed form by XX November, 20XX.