

## **SSR Virtual Education Committee: Standard Operating Procedures**

### **Updated: 3/1/2024**

On July of 2020, the Board of Directors created the Virtual Education Committee, this committee as any other of the established committees and ad hoc committees it is regulated SSR Bylaws (Article XI, Section 1). The Virtual Education committee will follow the ordinances established by The Board of Directors. The Board of Directors have the authority to modify the Virtual Education Committee, but also to dissolve it (Article XI, Section 1).

#### **Responsibilities and Goals:**

The mission of the Virtual Education Committee is to develop virtual programs that will aid in the education of the reproductive community, highlighting the careers of SSR members, and bringing technology updates and the latest science.

1. The Virtual Education Committee will produce content such as mini symposia, webinars, and podcasts, including member interviews, that will be available to SSR members throughout the year.
2. The Committee will work with the Public Affairs, Diversity, Membership, Publications, and Heritage committees to develop content.

#### **Members, Leadership and Liaisons**

New members of the Virtual Education Committee shall be appointed by the Vice President. The Virtual Education Committee is composed of ten or more Members of the Society. At least one-third, but not more than two-thirds, of the members of the Virtual Education Committee shall be replaced each year. The Chair and the Vice-Chair shall be chosen by the Vice President of the Society from the eligible Members of the pre-existing committee members, where is possible (Article XI, Section 2). A Board Liaison will be appointed by the Board of Directors.

#### **Term of Office**

The term of appointment for all committees is one year, with the exception of the Chair who will serve an additional term as Past Chair, and the co-Chair who may serve another term as Chair. A member may be reappointed to standing committees, but they should not serve more than three consecutive one-year terms, unless reappointed by the Board on a yearly basis after the recommendation by the Vice President (Article XI, Section 3).

#### **List of Committee Duties**

The committee shall be responsible for enhancing communication within SSR and to the general public to increase the awareness of SSR as a leading source of perspectives on reproductive science issues globally.

#### **Major Activities:**

1. **Monthly webinars**, including recurring webinar series such as:
  - a. “*SSR Rising Stars in Reproductive Biology*” webinar series, to highlight research from new independent investigators
  - b. BOR “Top Research Article Award” webinar in collaboration with BOR
  - c. “*Experimental Methods in Reproduction*” Webinar Series in collaboration with BOR, to highlight detailed step-by-step new experimental methods and their applicability. Each webinar is paired with an accompanying peer-reviewed BOR method article free of publication charge to the authors.
  - d. Mini symposia / workshops upon theme suggestions/approval from the board
2. **Monthly podcast(s)**, including:
  - a. Interviews of SSR awardees
  - b. Stories about the beginning of SSR
  - c. Episodes dedicated to specific topics related to reproductive biology.

**Schedule:**

**AUGUST**

- Committee will follow up on the organization of fall webinars (such as BOR winners). Committee will also begin brainstorming ideas for webinars, symposia, and podcasts, and seek input of other committees for possible collaborative topics. Continue/complete interviews of SSR awardees for podcast publication.

**SEPTEMBER**

- Topics for future symposia or webinars (for upcoming winter/spring/fall) will be submitted to the Board. Ranking first round of Rising Star nominees.

**OCT-NOV**

- Remaining webinars/symposia/podcast schedule for the coming year will be proposed, along with any budget requests, to the Board. Contacting selected Rising Star speakers, notifying runner up finalists, and preparing Rising Stars speaker schedule.

**JAN-JUNE**

- The live webinars/symposia will be offered to both members and non-members. The recording of the webinars will be available on SSR website as a member-benefit.

**MARCH**

- The Vice Chair will consider a committee member who is interested in helping lead the committee and communicate the recommendation to the incoming Vice President (Vice President Elect)

**MAY-JUNE**

- Scheduling of interviews of new SSR awardees for podcast publication before/shortly after SSR annual meeting.
- Initiate the scheduling of the fall webinars such as BOR winners.

**JUNE**

- Board Report will be submitted for the Summer Board meeting.
- Start the nomination call for Rising Stars for the following year.