

BioNet President

Term: Two years as president (preceded by 1 year as president elect, and followed by 1 year as past president), four years total

Responsibilities and Duties:

The President shall preside at all committee meetings and shall perform other duties as may be directed by the Board of Directors. These duties may include:

1. Preside over all BioNet meetings.
2. Prepare an agenda for each meeting with guidance from the Board of Directors.
3. Organize board meetings, member meetings, and the annual symposium and find speakers.
4. Appoint committees and task forces, as needed. Appoint chairs for committees and leaders for task forces.
5. Keep the activities of the BioNet organization in line with the current By-Laws.

Position Requirements and Preferred Characteristics:

Requirements:

1. Must be willing to serve and to attend the meetings.
2. Must be a BioNet member, paid in full.
3. Must be comfortable in a leadership role.
4. Must have excellent analytical, verbal and written communications skills.

Preferred Characteristics:

1. Shall have served another function with BioNet, such as a director-at-large, an officer position, or a committee chair prior to running for President.
2. Shall have been a BioNet member showing active participation for at least 2-3 years.
3. Shall be a member of ABSA.

Time Commitment Estimation 4-12 hours per month

BioNet Secretary

Term: Two years

Responsibilities and Duties:

The Secretary is responsible for the non-financial recordkeeping of the organization.

1. Keep an accurate record/minutes of all BioNet member meetings, the Board of Directors meetings, and all BioNet committees.
2. Disseminate these minutes to members, as appropriate, in a timely manner.
3. Issue member communications regarding BioNet activities and related information of interest to the Biosafety Community.
4. Maintain a record of each member's name and contact information (email and physical address).
5. Provide notice, in a timely fashion, of all BioNet meetings and activities.
6. Retain all important BioNet documents, including the By-Laws and coordination of website maintenance.

Position Requirements and Preferred Characteristics:

Requirements:

1. Must be able to serve for two years and be able to attend the meetings.
2. Must be a BioNet member, paid in full.
3. Must be comfortable in a leadership role.
4. Must have excellent analytical, verbal and written communications skills.
5. Must be computer savvy with abilities in MS Office, especially MS Word, MS Outlook and MS PowerPoint, and other commonly used software.

Preferred Characteristics:

1. Shall have been a BioNet member for at least 1-2 years and/or demonstrates willingness to serve.
2. Shall be a member of ABSA.

Time Commitment Estimation: 4-6 hours per month

BioNet Treasurer

Term: Two years

Responsibilities and Duties:

The Treasurer is responsible for all of the financial actions and recordkeeping of the organization.

1. Act as the custodian of all monies of the organization and shall pay all authorized bills against BioNet.
2. Submit an annual report and submit the accounts for audit by a designated party.
3. File all tax records.
4. Reconcile the checking account and provide a copy to the board by the 15th of each month.
5. Coordinate with membership committee to reconcile new members.
6. Make transfers from Pay Pal Account to the BioNet Bank Account.
7. Make changes on PayPal with regard to dues, symposium updates, when needed

Position Requirements and Preferred Characteristics:

Requirements:

1. Must be willing to serve and to attend the meetings for two years.
2. Must be a BioNet member, paid in full.
3. Must be comfortable in a leadership role.
4. Must have excellent financial, analytical, verbal and written communication skills.
5. Must be computer savvy with a financial tracking software program.

Preferred Characteristics:

1. Shall have been a BioNet member showing active participation for at least 2 years.
2. Shall be a member of ABSA.

Time Commitment Estimation: 4-6 hours per month

BioNet Director-at-Large

Term: Three years

Responsibilities and Duties:

1. Attend and participate in member and board meetings on a regular basis, and special events as able.
2. Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
3. Be alert to biosafety and other safety concerns that can be addressed by BioNet mission, objectives, and programs.
4. Help communicate and promote BioNet mission and programs to the community.
5. Become familiar with BioNet finances, budget, and financial/resource needs.
6. Understand the By-Laws, policies and procedures of BioNet.

Position Requirements and Preferred Characteristics:

Requirements:

1. Must be able to serve for three years and be able to attend the meetings.
2. Must be a BioNet member, paid in full.
3. Must be comfortable in a leadership role.
4. Must have excellent analytical, verbal and written communications skills.

Preferred Characteristics:

1. Shall have been a BioNet member for at least 1-2 years and/or demonstrates willingness to serve.
2. Shall be a member of ABSA.

Time Commitment Estimation: 1-3 hours per month