



**Society for Pediatric Research (SPR)  
SPR Strategy & Operations Officer  
Roles & Responsibilities, Selection & Terms Policy**

The purpose of this policy is to define the role and responsibilities of the SPR Strategy & Operations Officer (SOO) position.

**Role & Responsibilities:** The Strategy & Operations Officer (SOO) serves as the chief partner of the SPR President and SPR staff overseeing the financial stability of the Society, fulfillment of strategic goals, and adherence to Society policies

*Responsibilities*

- Develop a complete understanding of Society vision, mission and strategy; support the President in his/her efforts to generate enthusiasm and support among Council, Members, and Collaborative Partners
- With the SPR Executive Director and Chief Financial Officer, monitor near- and long-term financial sustainability of the Society; complete quarterly review of financial position; work with staff to develop annual budgets; presents budgets to Council for approval
- Chief partner with the Executive Director and Sr. Association Director on strategic plan implementation and the smooth functioning of the Society
- Attend (and, at the President's request, chair) Executive Council and Council meetings or host Society events; attend Society events at the PAS Meeting and, as needed, Regional SPR events
- Represent SPR in several groups/venues including but not limited to:
  - APS-SPR Board of Directors (co-chair with Secretary/Treasurer, APS)
  - Federation of Pediatric Organizations Board
  - SPR Finance Committee (chair)
  - PAS Operating Committee
  - PAS Program Committee
  - Other Boards or leadership groups, as needed
- Ensure a smooth leadership transition to SOO-elect

*Term*

- One four-year term from June 1 to May 31 as follows: Strategy & Operations Officer-elect (non-voting, year 1); Officer (years 2-4).

### *Eligibility*

- Member in Good Standing upon nomination, at election, and throughout term

### *Support*

- Travel: SPR funds transportation, room, and meals related to Fall Council. Unless provided by a host or other organization, SPR funds transportation, room, and meals related to events where the SOO's attendance is required
- Operations: Direction and implementation is provided by SPR staff.

**Election:** The Strategy & Operations Officer is selected by vote of SPR Members through a duly called and conducted SPR election.

**Resignation:** The Strategy & Operations Officer:

- May voluntarily resign at any time by submitting a notice in writing to the Executive Director or Senior Association Director.
- Who is no longer a Member in Good Standing will be understood to have resigned.
- Who is absent for three or more consecutive Executive Council or Council meetings may be understood to have resigned, unless a notice of extenuating circumstances has been provided to the Society's Executive Director or Senior Association Director. A determination of resignation will be made at the sole discretion of Executive Council and communicated to the office holder.