

## STANDARD OPERATING PROCEDURES PRESIDENT

- 1) **Set the agenda.** The President is responsible for setting the agenda for CPDD during his/her term of office. This agenda will be shared and discussed with the Executive Committee and then forwarded to the Board of Directors. No approval from the Board is necessary.
- 2) **Chair the Executive Committee.** The Executive Committee meets four times per year: twice prior to a Board meeting and twice during the interim. The President sets the agenda and chairs the Executive Committee meetings. In addition, between meetings, the President keeps the Executive Board informed of any new developments, which may or may not require approval from the Executive Committee.
- 3) **Preside over the Board of Directors meeting.** The Board of Directors meets twice, once before the annual scientific meeting and during the interim. The President is responsible for soliciting reports from the Chairs of Committees and setting the agenda for the meeting in collaboration with the Executive Committee. The President presides over the Board meeting and provides the Board members an Executive Committee report. The agenda typically involves reports from the Executive Officer, Chairs of the Committees (some Chairs may be invited to attend the interim meeting if deemed necessary), Policy Officer, Treasurer report, and the Editor(s) of Drug and Alcohol Dependence. In addition, the Director of NIDA is invited and asked to report on NIDA activities and addresses any requests from CPDD. In the past, updates of ongoing activities have also been solicited from representatives of the ONDCP, WHO, SAMHSA and/or FDA.
- 4) **Maintain communication with the chairs of committees.** Based on the President's agenda, s/he may choose to provide directives to the Chairs of different Committees. Committee Chairs can also keep the President apprised of ongoing Committee activities, which may involve input from the President. The President will relay the information to the Executive Committee, if s/he deems it necessary.
- 5) **Policy.** The President may choose to actively engage in a number of policy issues and works closely with the Policy Officer, Capitol Associates and the Public Education Taskforce. The following are some areas in which the President may choose to be involved:
  - a. Writing letters to members of Congress to advocate for increased NIH funding and funding for NIDA and SAMHSA in particular, as well as testifying before Congress.
  - b. Directing the effective use of CapWiz to further policy initiatives.
  - c. Writing letters to members of Congress or relevant representatives of federal agencies when issues relevant to CPDD arise. The President may request to testify before Congress on these issues.
  - d. Maintaining contact and relationship with NIDA, SAMHSA and ONDCP.
  - e. Developing taskforces necessary to develop policy statements in areas of impending importance that require the input from a scientific organization.
- 6) **Attend NIDA Constituency meeting.** The President often attends the NIDA constituency meeting with the Executive Officer, typically held in December. The

President is responsible for submitting a report for this meeting regarding the activities of CPDD and attends to represent the interest of CPDD.

- 7) **Provide charge for the Long Range Planning Committee.** Based on the President's agenda or the issues that arise over the course of term, the President can ask the Long Range Planning Committee to address specific issues. This Committee is chaired by the Past President and comprised of previous Presidents or active senior members of CPDD.
- 8) **Annual Meeting.** The President is responsible for the following activities *prior to the meeting*:
  - a. Contact the recipients of the awards presented during the plenary session (Nathan B. Eddy, Media, Joseph Cochin, Mentorship). Contacting the presenters (those who nominated the awardees) of the award recipients. Informing of the duration of presentations.
  - b. Contact any other lecturers during the plenary session (e.g., NIDA Director, representative of ONDCP or SAMHSA).
  - c. Fill the one lecture slot, the Presidential Lecture, and then inform the Program and Media Committees immediately.
  - d. Collect all Committee reports and assure delivery to BOD members prior to the meeting.
  - e. Discuss the President's reception with the Executive Office
  - f. Discuss the attendees of the Friday night dinner with the Executive Office

*The following are activities during the meeting:*

- g. Preside over Executive Committee Meeting on Friday afternoon;
  - h. Attend Friday night BOD dinner;
  - i. Preside over Board meeting;
  - j. Open the Annual Scientific Meeting and running the Plenary Session;
  - k. Introduce the introducers for the Award recipients;
  - l. Present the Awards;
  - m. Host the President's reception of Eddy Awardees and Past Presidents and assisting in the invitations;
  - n. Attend the Early Career Investigators Travel Awards Breakfast or Lunch;
  - o. Attend the CSAT Awards Breakfast;
  - p. Attend the NIDA Training Grant Mixer;
  - q. Attend the CPDD Pre- and Postdoctoral Fellow Mixer;
  - r. Preside over the CPDD Business Meeting.
- 9) **Solicit content for the *Newsline*.** The president is responsible for soliciting content for each of the 3 issues of the newsletter during his/her term, writing a letter to the members for each issue and working with the Publications Committee and the *Newsline* editor to assure on time publication.

10) **Identify Trainee to Organize the Trainee Mixer.** The president will identify a trainee from his/her institution to organize the training mixer. This individual will work with trainees from the Past President and President Elect's institutions.