GENERAL DESCRIPTION: The primary function of the Chair position is to provide overall leadership in the advancement of the vision and mission of the committee as outlined in the Handbook. To that end, the Chair works with the Past-Chair (advisory), Co-Chair, the Tech Liaison and any other designated individuals by the Committee, i.e., the leadership team. Tenure length of this position is one year and begins after the annual business meeting of the committee at the SRM annual meeting.

The following specific tasks apply to this position in chronological order starting after the annual business meeting of the committee at the SRM annual meeting. This list is meant to be informative and not restrictive.

1. Submit funding requests to the SRM Board through the R&R representative to that board for the following year. This date is generally March 15.
2. Submit the name of the R&R symposium to the Program Chair (s) for the subsequent SRM annual meeting by their deadline, which is generally mid-summer.
3. Work with the leadership team to derive speakers for the symposium. These names and titles of talks must be submitted to the Program Chair (s) by fall of the year prior to the SRM annual meeting.
4. Work with the planning committee for SRM annual meeting, prior to the event, to ensure all logistics for the symposium are addressed.
5. Work with the planning committee for SRM annual meeting, prior to the event, to secure a room and time for the committee business meeting.
6. Lead the annual business meeting at the SRM annual meeting prior to the Co-Chair taking over. This meeting can take place at any time but earlier in the week may be preferred. A powerpoint presentation to lead discussion is helpful.
7. Work with the Co-Chair to submit the annual report to the SRM Board Representative during the week of the SRM annual meeting.
8. Work with the Co-Chair to finalize the business meeting notes to forward to members.
9. Work with the incoming Chair to ensure effective transition of tasks.