

SYMPOSIUM PRESIDENT: TERMS OF REFERENCE

The Symposium President's primary responsibility is to lead the planning, fundraising, organization, and delivery of the International Sea Turtle Society Symposium held during their year as Symposium President. The Symposium President serves as a member of the ISTS Board of Directors throughout the four-year Symposium Presidential term and carries out additional governance responsibilities as specified by the ISTS Constitution, By-laws, and applicable Terms of Reference.

The International Sea Turtle Society Symposium is typically held during the first several months of the calendar year. Planning begins well in advance, with substantial planning, fundraising, and organizational responsibilities occurring during the Symposium President-Elect year.

Term and Governance

The Symposium President shall:

- Serve a four-year term on the ISTS Board of Directors: one year as Symposium President-Elect, one year as Symposium President, and two years as Past Symposium President. The successful candidate assumes the duties of Symposium President-Elect on May 1 of the year in which they are elected.
- Serve as Chair of the Society for one year during the four-year term. Under the current governance structure, the Symposium President also serves as Chair during their year as Symposium President. This timing may be revised in the future in accordance with changes to the ISTS Constitution, By-laws, or applicable Terms of Reference.
- Serve as the legal representative of ISTS during the year in which they serve as Chair of the Society, with authority to sign official documents and contracts on behalf of the Society.
- Fulfill the responsibilities associated with each stage of the four-year term in accordance with the ISTS Constitution, By-laws, and applicable Terms of Reference.
- Serve in committee and Board capacities as specified by the ISTS Constitution, By-laws, and applicable Terms of Reference.

International Sea Turtle Society Symposium

The Symposium President shall:

- Have primary responsibility for leading the planning, fundraising, organization, and delivery of the International Sea Turtle Society Symposium held during their year as Symposium President.
- Assemble and lead an organizing team with the expertise and capacity necessary to successfully plan and deliver the Symposium.
- Develop the vision, structure, and program for the Symposium in keeping with the Mission and Vision of ISTS.
- Develop and maintain a comprehensive timeline for planning and delivery of the Symposium, including appropriate deadlines for registration, abstract submission, travel grant applications, program development, and other major activities.
- Develop the Symposium budget in coordination with the Treasurer and submit it to the Board of Directors for approval at the mid-year Board meeting in the year prior to the Symposium, traditionally held in August.
- Establish registration and associated fees for the Symposium and submit them to the Board of Directors for approval at the same meeting.
- Oversee venue selection and the negotiation of contracts for venues, accommodations, event services, and other services necessary to deliver the Symposium, and submit venue contracts to the Board of Directors for approval prior to execution.

- Ensure that appropriate event liability insurance and other required protections are in place, in consultation with the Treasurer and other appropriate ISTS leadership.
- Oversee development and delivery of the scientific program and associated Symposium activities, which may include regional meetings, workshops, field trips, social events, cultural activities, exhibitions, and other events appropriate to the meeting.
- Oversee Symposium registration, participant communications, invitations and participation letters, sponsor and donor communications, and other administrative functions necessary for the meeting.
- Work closely with the Travel Grant Committee and its Chair to oversee the Symposium travel grant program, including the development and implementation of processes to support participation by students and individuals from under-resourced communities and regions.

Symposium Team

The Symposium President shall assemble and provide leadership and oversight to the Symposium Organizing Committee. In doing so, the Symposium President should consider retaining experienced individuals who have served in key roles for previous Symposia, where appropriate and where those individuals are willing to continue, while also identifying individuals and roles needed to address the specific requirements of the host location and Symposium. The composition and structure of the organizing team may therefore vary among Symposia.

Core functions generally include:

- Symposium coordination;
- Registration;
- Program development and coordination;
- Workshops and regional meetings;
- Travel grants;
- Volunteer coordination; and
- Vendor/exhibitor coordination.

The Symposium President may establish additional positions, committees, or coordinating roles as necessary for the successful organization and delivery of the Symposium. The Symposium President may delegate specific responsibilities to members of the organizing team but retains primary responsibility for ensuring the successful planning and delivery of the Symposium.

Fundraising and Financial Responsibilities

The Symposium President shall:

- Lead efforts to secure sufficient sponsorships, partnerships, grants, donations, in-kind contributions, and other financial support to successfully deliver the Symposium.
- Ensure that Symposium fundraising and financial planning are sufficient to meet the costs of the meeting, with a goal of generating at least \$50,000 in additional funds to support the ongoing operations of ISTS.
- Work with the Treasurer and other appropriate ISTS leadership to monitor the Symposium budget, revenues, expenditures, financial commitments, and projected financial outcome throughout the planning process.
- Ensure that sponsorship and partnership commitments are appropriately documented, acknowledged, and fulfilled.

Reporting and Transition

The Symposium President shall:

- Prepare a Symposium President's Report for the Board of Directors and Society membership within three months following the Symposium. The report shall summarize the organization and outcomes of the Symposium and include an appropriate financial report.
- Ensure that relevant Symposium records, contracts, budgets, sponsorship information, planning materials, timelines, and other institutional knowledge are appropriately retained and transferred to ISTS and future Symposium Presidents.
- Work with the Executive Director to support continuity between Symposia, including the transfer of relevant experience and institutional knowledge to incoming Symposium Presidents-Elect and Symposium Presidents.

General Responsibilities

The Symposium President shall:

- Promote the Mission and Vision of ISTS and represent the Society professionally in carrying out the responsibilities of the Symposium President.
- Work with the Board of Directors, Executive Director, Treasurer, committees, and other Society leadership as appropriate in carrying out Society responsibilities.
- Abide by the ISTS Constitution, By-laws, applicable Terms of Reference, and decisions of the Board of Directors.
- Respect the confidentiality of Board discussions and other confidential Society matters.
- Maintain active ISTS membership throughout the four-year term.