



THE COLLEGE ON PROBLEMS OF DRUG DEPENDENCE, INC.

President Standard Operating Procedures

Mission: The President functions as the chief executive officer of CPDD.

Operations:

- **Setting 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 BOD. No approval from the Board is necessary.
- **Chairing the Executive Committee:** The Executive Committee meets at least 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 Committee informed of any new developments, which may or may not require approval from the Executive Committee.
- **Presiding Over the Board of Directors Meeting:** The BOD meets twice a year, immediately 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 Office, Chairs of the Committees (some Chairs may be invited to attend the interim meeting if deemed necessary), Policy Officer, Treasurer, and the Editor(s) of *Drug and Alcohol Dependence*. In addition, the Director of NIDA may be invited and asked to report on NIDA activities and address any requests from CPDD. Updates of ongoing activities may also be provided by a representative from Office of National Drug Control Policy, World Health Organization, SAMHSA, Drug Enforcement Agency and/or Food and Drug Administration.
- **Maintaining 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 require input from the President. The President will relay the information to the Executive Committee, if s/he deems it necessary.

Policy:

- The President may choose to actively engage in a number of policy issues and works closely with the Policy Officer and CPDD's Washington representative. The following are some areas in which the President may choose to be involved:
 - 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
 - Writing letters to members of Congress or officials of federal agencies when issues relevant to CPDD arise. The President may request to testify before Congress on these issues
 - Maintaining contact and relationship with NIDA, SAMHSA, ONDCP, and other government agencies
 - Appointing task forces to develop policy statements in areas of importance to CPDD
- **Attending NIDA Constituency Meeting:** The President often attends the NIDA Constituency meeting with the Project Manager, 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

- Providing a Change 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 of CPDD

Annual Meeting: The President is responsible for the following activities prior to the meeting:

- Informing all participants in the Plenary session of its time schedule
- Inviting any other speakers for the Plenary session (e.g., NIDA Director, representative of ONDCP or SAMHSA)
- Filling the one lecture slot, the Presidential Lecture, and then informing the Program and Media Committees immediately
- Discussing the President's reception for Past Presidents and Eddy Award recipients with the Executive Office
- Discussing the attendees of the pre-BOD meeting dinner with the Executive Office
- Developing an agenda for the BOD meeting and Business meeting, usually with input from the Executive Committee and BOD

The Following are Activities During the Meeting:

- Chairing the Executive Committee meeting
- Attending pre-BOD meeting night dinner
- Opening the Annual Scientific Meeting and presiding over the Plenary session
- Introducing the introducers/nominators for the Award recipients
- Introducing the Media Award
- Presenting the Awards
- Hosting the President's reception of Eddy Awardees and Past Presidents
- Attending the Travel Awards breakfast or lunch
- Attending the CSAT Awardee Breakfast or other such dining events
- Presiding over the CPDD members Business Meeting