

**SOCIETY OF COSMETIC CHEMISTS**  
**Charter of the Committee on Scientific Affairs**

**Statement of Purpose**

The purpose of the Committee on Scientific Affairs (COSA) is to:

1. Provide oversight of the financial reporting process and the audit/review process.
2. Review and recommend appropriate internal controls.
3. Review and approve the organization's 990 filing.
4. Review the organization's investment strategies and adjust, if necessary, the risk tolerance profile.

**Membership & Terms**

The committee will consist of the following individuals, after completing an application and being affirmed by the Board:

<b>Position</b>	<b>Term</b>
Chair	One (1) year – voting member
Vice-Chair	One (1) year – voting member
Committee Members (Up to 9)	Two (2) years – voting member
Journal of Cosmetic Science Editor	Two (2) years – voting member
Vice President-Elect	One (1) year – voting member
Staff – SCC Executive Director/CEO	N/A – non-voting member
Staff – Manager, Education & IT	N/A – non-voting member

- The Chair and Vice-Chair of the committee shall have one (1) year terms.
- The Journal Editor and Vice President-Elect shall serve on the committee.
- Committee members shall be comprised of up to nine (9) subject matter experts representative of the various disciplines within cosmetic science.
- Committee member terms are two (2) years in duration and, ideally, should rotate half the committee each year.
- No voting committee member shall serve more than two (2) consecutive terms on the committee.
- All terms of service shall run concurrent with the organization's fiscal year (January 1 – December 31).

**Authority & Responsibilities**

Operating within the Bylaws, policies and procedures as established by the Board of Directors, the committee has the authority to:

1. Develop the annual meeting scientific program;
2. Select award winners from the annual meeting lectures and poster presentations, as assigned;
3. Recommend speakers, programs and topics to the Education Advisory Committee;
4. Suggest to the Board of Directors ways to enhance the scientific stature of the Society; and
5. Assist with other projects, programs, or initiatives as requested by the Board of Directors.

**Meetings**

The committee shall meet on an as-needed basis at such a time and place that will most effectively accomplish their task(s), including, but not limited to, face-to-face, teleconference, or video conference.

Attendance of twenty-five percent (25%) of members of the committee shall constitute a quorum. All questions brought before the committee for a vote must be affirmed by a simple majority of those present to be approved.

The committee shall have written meeting minutes and shall submit a written report to the Board of Directors (or Executive Committee, if requested) for their next meeting.

**Budget**

The committee shall operate in a fiscally responsible manner and within their budget as approved by the Board of Directors. Any requests for additional funding may be approved at the discretion of the Board of Directors.