



Association for Information Science and Technology

## COMMITTEE TERMS OF REFERENCE

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### MEMBERSHIP COMMITTEE

#### COMMITTEE TYPE

Standing

#### PURPOSE / ROLE

- One primary goal of the ASIS&T Membership Committee is to **attract** a professionally and geographically diverse membership by ensuring that the Association satisfies their needs and expectations.
- A second primary goal of the ASIS&T Membership Committee is to **retain** a professionally and geographically diverse membership by ensuring that the Association satisfies their needs and expectations.
- The Committee will advise the staff on strategies and programs to recruit and retain members in ASIS&T.
- The Committee will review benefits for individual and institutional members to determine what would attract and retain a professionally and geographically diverse membership.
- The Committee will develop and keep current verbiage to explain the value of ASIS&T Membership to a variety of audiences.
- The Committee will continuously evaluate and advise on marketing materials and programs aimed at increasing member recruitment and retention.
- The Committee will advise the Board on activities to increase international membership, including opportunities for establishing international chapters and student chapters.
- The Committee will identify potential nominees for the Watson Davis Award and encourage their nomination for the Award.

#### COMPOSITION

- This committee will be comprised of not less than five nor more than eight (8) members as follows:
  - One Chair and one Vice Chair, ideally geographically representative (one from within North America, one from outside North America)
  - At least one student member
  - At least one Developing Nation member

- At least one practitioner member
- The SIG Cabinet Director and Chapter Assembly Director will serve as ex officio members of this Committee with voice but without vote
- The President will assign a Board Liaison to the Committee each year (see the Liaison Job Description for more information on this role.)
- The Director of Membership & Communications will serve as the staff liaison to the Committee
- The member term will be for two years with the option to renew for another two years (i.e., to a maximum of four years of consecutive service). The Vice-Chair may be selected from sitting committee members, in which case the committee member would be replaced for the remainder of their term. Committee members appointed to complete the term of a Vice-Chair are eligible to continue with a full 2-year term appointment as Vice-Chair then Chair following on the replacement term.

## **ACCOUNTABILITY**

- The Chair of the Membership Committee is responsible for reporting on the timing of upcoming meetings and activities of the group with the Board Liaison on a regular basis.
- The Chair is responsible for reporting quarterly to the Board of Directors as well as informing the President as and when award selections are made.
- The Board Liaison to the Membership Committee is responsible for monitoring the work of other ASIS&T Committees and reporting this back to the Membership Committee to inform their discussions.

## **MEANS OF CONDUCTING WORK**

- The Committee should meet at least four times per year.
- Attendance at the Annual Meeting during the term of committee membership is highly recommended for all committee members. All committees will meet in person during the Annual Meeting so in-person attendance is strongly encouraged. However, in order to engage all committee members, those who cannot attend in person may participate via video conferencing.
- The Chair should communicate with the Board Liaison on a regular basis about the timing of meetings and report content.
- Chair will organize and chair meetings. Vice Chair will act as a Secretary to take the minutes and write the reports for the Boards.
- Topics for the agenda of meetings will be prepared by the Chair.
- The agenda and meeting notes will be circulated by the Vice Chair to members of the Committee as directed by the Chair.
- Meetings will include a variety of means of engagement.

## COMMUNICATION AND RESOURCE SHARING

- The Committee will use the ASIS&T Community platform to conduct committee business and to communicate among committee members.
- ASIS&T staff will ensure that all documents housed on the community platform are organized in such a fashion as to provide adequate institutional knowledge to allow committee members to come up to speed on committee issues quickly.
- Committee members are expected to familiarize themselves with the committee's purpose and charge, as well as background materials housed on the platform.
- Confidential materials and/or copyrighted materials will not be shared via the ASIS&T Community platform.
- If Association documents that the Committee needs to use contain information not intended for wider sharing within the Association, this information will be redacted by the Vice-Chair before it is made available to Committee members.

## SELF-EVALUATION

- Each year (prior to the Annual Meeting), the Chair of the Membership Committee will lead members in a review of its relevance, the value of its work, the effectiveness of its work process over the past year, and its terms of reference.

## OTHER CONSIDERATIONS

- The Membership Committee will demonstrate the values outlined in the ASIS&T Diversity Statement when developing recruitment and retention strategies for ASIS&T. The statement is as follows:

*The ASIS&T community is committed to the values of diversity and inclusion, which we believe support our efforts to achieve and sustain excellence in the information science and technology field. We strive for diversity in all its forms, including but not limited to age, race and ethnicity, gender, sexual orientation, religion, disability, geographic location, socioeconomic status, or education level. We believe that we can best promote excellence by engaging diverse group members and other stakeholders and providing opportunities at all levels of engagement for any individual or group that shares these values. ASIS&T leaders, volunteers, and staff will strive to keep diversity and inclusion at the forefront of all program planning and development efforts in order to ensure the most welcoming and engaging environment possible for our stakeholders.*

## CRITICAL DEADLINES

Event	Date
Vice-Chair Appointment	2 months before Annual Meeting
Committee Vacancy Appointment	1 month before Annual Meeting

Report to Board	1 month prior to scheduled Board meetings (tbd)
Watson Davis Award Deadline	March 31

*Approved by the ASIS&T Board of Directors on September 5, 2018*