



## **Policy for the Selection and Responsibility for Committee Leadership within the ASCRS**

**Overview:** The committee work of ASCRS is the true working body for the Society. The committees are responsible for fundamental workings and maintenance of the ASCRS. The members that serve on the committees are volunteers, and this contribution is wholeheartedly appreciated. Committees, individually and collectively, represent one of the most important working forces at the heart of a professional society. They can also provide an extremely rewarding experience for those involved. The most effective committees are led by individuals who:

- Are attuned to “best practices” in effective meeting facilitation.
- Will focus committee activity to support attainment of the society’s core values and strategic plan.
- Facilitate as oppose to dominate discussions.
- Share responsibilities amongst committee members, leveraging their specialized skills.
- Coach inexperienced committee members – helping them gain confidence and skills to serve in higher-level leadership roles.
- Address individual committee member behavior and performance concerns, preferably in private, before they become significant problems.
- Possess excellent organization and communication skills

The development and promotion of ASCRS members within their respective committees is of primary importance to leadership within the Society. Members that have served faithfully and effectively on their respective committee(s) are eligible to become leaders within their committees. Advancement to Committee Chair or Vice Chair is based on the member’s annual evaluations and their overall commitment to the committee

### **a. Eligibility for Committee Leadership**

- i. Member of the ASCRS
- ii. Fellow of the ASCRS
- iii. International fellow of the ASCRS
- iv. Affiliated Scientific Member of the ASCRS
- v. Allied Health Professional Member of the ASCRS
- vi. Have served on the current ASCRS committee for a minimum of one 3-year term

### **b. Expectations of the Committee Chair and Vice Chair**

- i. Each Chair and Vice Chair will serve one 3-year term
  1. The Chair and Vice Chair are able to serve only one term for each office position

2. The Vice Chair is eligible to serve as the Chair once the Chair's term expires.
3. Each term will run in parallel as to allow a Vice chair to ascend to the Chair position if appropriate.
- ii. Carry out the duties of the committee in accordance with the Core Values of the ASCRS
- iii. Fulfill the duties of the committee without bias or conflict of interest
- iv. Provide mentorship to the committee members regarding their duties and expectations
  1. Provide guidance to the day to day activities of the committee
  2. Provide feedback to the committee members regarding their work
  3. Provide annual evaluations of each committee member
  4. Provide guidance regarding promotion or advancement within the committee
- v. Provide biannual committee reports to the Executive Council
- vi. Perform annual evaluations of committee members. The Council Representative will also participate in the evaluation. These evaluations will be submitted to the Committee on Committees
- vii. Manage the roster of committee members with regards to new members, members with expiring terms and ineffective committee members. Based on their experience and the member evaluations, the Chairs will submit their recommendations to the Committee on Committees for final decisions.

**c. Selection Process**

- i. Current or former committee member are eligible for election to the Vice Chair or Chair positions.
- ii. Candidates will submit an application to the Committee on Committees highlighting their attributes and contributions to their committee. They will be required to provide answers for the following questions:
  1. Why do you feel you would be an asset to lead this committee(s)?
  2. What expertise/attributes do you possess that would be beneficial to committee initiatives?
  3. What are your top three initiatives for the committee if you were chosen?
- iii. The applications will be reviewed by the Committee on Committees
  1. The Committee on Committees will then make recommendations to the President, who will be responsible for final approval.

**d. Evaluation**

- i. The Committee on Committees will be responsible for evaluating the performance of the Committees. This evaluation will include the committee members, Chairs and Vice Chairs
- ii. Each year the Committee on Committees will provide written evaluation for the:
  1. Committee
    - a. How effectively did the committee carry out its duties?

- b. How did the committee activities further the Core Values and objectives of the ASCRS
  - c. The answers to these questions will be based on the alignment of the committees within the core values of ASCRS and the goals and objectives developed at the most recent strategic planning by the Executive Council
- 2. Chairperson – The evaluation will be developed by the Committee on committees and will include such elements as:
  - a. How effectively did the Chair facilitate the success of the committee?
  - b. How effectively did the Chair communicate with committee members, Executive Council and administrative staff?
  - c. How effective was the Chair at mentoring their committee members?
- 3. Vice chairperson
  - a. How effectively did the Vice-chair facilitate the success of the committee and the Chair?
  - b. How effectively did the Vice-chair communicate with committee members, Executive Council and administrative staff?
  - c. How effective was the Vice-chair at mentoring their committee members?