



Policy for Committee Membership for the ASCRS

Overview: Volunteers are at the heart of ASCRS' existence. Collectively, they accomplish incredible work on behalf of the Society and specialty. One of ASCRS' key goals is assuring a wide range of committee involvement opportunities are made available to as many members as possible – in the process assuring appropriate diversity of experiences, competencies, and demographics in filling committee leadership and member roles.

a. Eligibility

- i. Candidate member of the ASCRS
- ii. Fellow/member of the ASCRS
- iii. International fellow of the ASCRS
- iv. Affiliated Scientific Member of the ASCRS
- v. Allied Health Professional Member of the ASCRS

b. Expectations

- i. Committee leadership will include the Committee Chair, Vice Chair, Executive Council representative and potentially an Advisor.
- ii. The total number of members on each committee will be determined by the Committee on Committees, with input from committee leadership. This will be dependent upon committee workload. Final approval will be provided by the Executive Council.
- iii. Committee member terms will be set by the Executive Council – typically 2 or 3 year terms depending on the committee.
 1. During the term, members will be evaluated annually by the Committee leadership.
 2. This evaluation is to provide feedback to the member and assess their contribution to the committee. It is possible based on these evaluations a member's committee appointment may be terminated prior to the end of their term
 3. Each committee member will be eligible for a second term, pending approval by the President-Elect. The decision will be based on the performance evaluations and the needs of the committee. The Committee on Committees will submit the recommended annual committee roster to the President-Elect for approval.

c. The Committees

- i. Committee leadership will provide a description of the Goals, Objectives and Core Values of the committee.

1. This document will provide the mission statement for the committee to ensure their activities are focused
 2. It will provide a description of activities, duties and expectations for prospective and current committee members.
 3. The descriptions of the committees will be used to educate the members of the activities and responsibilities of each committee and to communicate with the Executive Council regarding the strategic plan for each committee.
- ii. Each committee is aligned within a Core Value of the Society in order to maximize committee impact and minimize redundancy of committee activities.
 - iv. Each committee will be reviewed annually by the Committee on Committees.

d. Committee on Committees

- i. This is an oversight committee for all ASCRS Committees.
- ii. It will be composed of the Members at large from the Executive Council
- iii. The incoming President will select one of the Members at large entering their 3rd year of service to serve as Chair of the Committee
- iv. The responsibilities of the Committee on Committees include:
 1. Serve as the Executive Council representatives for each ASCRS Committee
 2. Provide leadership and mentoring to committee leadership and members.
 3. Develop recommendations for assignments of members to serve on Committees of the ASCRS
 - a. These recommendations will be submitted to the ASCRS President-Elect for final approval
 4. Review the evaluations of Committee members
 5. Perform evaluations of Committee Chairs and Vice Chairs
 6. Develop recommendations for appointments of Committee Chairs and Vice-Chairs
 - a. These recommendations will be submitted to the ASCRS President-Elect for final approval.

e. Selection Process

- i. Call for Volunteers
 1. The Society will send out a notification that the selection process for new committee members has begun. This will serve as the opportunity to volunteer for service on a committee. Each member must limit their request to no more than three (3) committees to provide participation opportunities to a higher percentage of members. Volunteers are limited to serve on a maximum of 3 committees at a given time.

2. Eligible persons will receive a document listing all of the eligible committees within ASCRS, along with the above-mentioned description of each committee's activities and responsibilities. The candidate will select all committees of interest (3 maximum) and rank them in order of preference. In order to assist the appropriate matching of new committee members to the selected committees, the candidate will provide a short description of their attributes and reasons for selecting each committee.
 - a. As part of the Call for Volunteer process, each applicant will be asked to respond to such questions as:
 - i. Why do you want to participate on the committee(s) you have requested?
 - ii. Why do you feel you would be an asset to this committee(s)?
 - iii. What expertise/attributes do you possess that would be beneficial to committee initiatives?
 - b. The applicant is expected to provide a short but detailed answer to these questions based on the description of their desired committees.
 - c. This will provide a description of why a candidate is uniquely qualified for a specific committee in order to maximize the experience for the member and committee
3. Every eligible person is encouraged to volunteer. This includes new members, established members who have not previously served on a committee, and established members who have previously served on a committee.
4. ASCSR members/fellows may also nominate persons to specific committees
 - a. Nominated individuals will follow the same applications process outlined above.

ii. Selection Process

1. The Society will send out a list of all volunteers for committees to the committee leadership and COC members and Chair. The document will include the committee preferences and application for each volunteer.
2. The committee Chairs, Vice-Chairs and Executive Council Representative will provide personnel needs of their committee for the upcoming year to the Committee on Committees. This report will include the number of committee members needed, number of members rotating off the committee, and their selections to fill the vacated positions.
3. The Committee on Committees, consisting of the Executive Council Members at large, will be responsible for providing recommendations of member's assignment for each committee to the ASCRS President-Elect for final approval for the upcoming year. If it is necessary to make an appointment of a committee member, co-chair or chair during the ASCRS "academic year" (because of resignation, re-alignment of committees, etc.) the recommendation will be made to the President. The Committee on Committee will make their

recommendations based on committee needs, committee member applications and the committee Chair's request for members.

4. The selection of new committee members is based on their applications and the needs, goals and objectives of the committee. The goal is for all committees to be diversely represented based on culture, geography, and practice setting.
5. Members wishing to be re-appointed for a second term will have their names submitted by the committee leadership. The determination for re-appointment will be based on their previous evaluations, the recommendations from the Committee Chair and Vice- Chair, and committee needs.
6. The number of new members selected for each committee is dependent upon the total number of committee members and the number of members who have expired terms.

iii. **Committee Evaluation**

1. The Committee on Committees will develop evaluations for committee members and the committee Chairs and Vice-chairs
 - a. The committee leadership will be responsible for performing the evaluations of the committee members
 - b. The Committee on Committees will be responsible for the performing the evaluations of the committee chairs and vice-chairs
2. The committee leadership will evaluate each committee member each year. The Committee on Committees will be responsible for creating the evaluation mechanism. This will serve as feedback to the committee members and assist with the promotion and re-appointment process within the committee. The evaluations will be submitted to the Committee on Committees for review.
3. Each year a **Committee Leadership Questionnaire** will be distributed to all committee chairs, vice chairs and Executive Council Advisor. The questionnaire will be designed to gain insight regarding each committee's productivity, strengths and any obstacles prohibiting them from completing their assigned duties/responsibilities.

The questionnaire will include such questions as:

- a. Do you perceive the assignments you received earlier this year from the Executive Council met your expectations and the mission of the Society? If not, please elaborate.

- b. Did you have access to the support necessary to complete your assignments? If not, please elaborate.
- c. Did you have volunteers with the necessary expertise to accomplish the committee's charge? If not, please elaborate.
- d. What important task(s) do you believe this committee should accomplish during the next year?
- e. Would you like to remain in a leadership role on this committee?
- f. Did you hold a leadership position on another committee as well?

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