



4.4 Meetings Committee

Purpose: This policy articulates the purpose, structure, and responsibilities of the MRS Meetings Committee and Chair

Applies to: Volunteers, Members, Staff

PURPOSE/SCOPE

The Meetings Committee (MTGC) shall be responsible for planning, executing, and evaluating program content of all meetings in which the Society participates. This will include technical and broader impact content, tutorials, workshops, and experiments in new meetings, both in-person and on-line. It will also include co-sponsored, co-located, or other partnered programming. It will evaluate and decide whether to approve proposed MRS endorsements for external technical meetings.

The Meetings Committee shall recommend candidates for Meeting Chairs for future Society meetings to the Vice President. From its experience with organizers of meetings technical content, MTGC will assist Headquarters in maintaining a volunteer talent report.

Through the Meeting Chairs, the Meetings Committee will liaise with the MRS Publications Committee, and the Society Agility Council to identify topical meeting content that could have high-impact on the quality and attendance of the Spring and Fall Meetings.

STRUCTURE

The Committee shall be comprised of a chair, the chairs of the subcommittees, and the MRS Director of Programs. In addition, the Meetings Committee shall include a liaison from the MRS Publications Committee.

The subcommittees shall be:

Program Development Subcommittee (PDSC): The Program Development Subcommittee shall consist of a chair and a minimum of five additional members, excluding the current year's Meeting Chairs. The subcommittee shall plan and oversee the major multi-symposium Society meeting programs (e.g., Fall, Spring, and other large joint meetings), including tutorials. It will oversee other technical meeting content as these meetings develop.

In addition to the subcommittee members, there will be a Program Advisory Board which will assist the subcommittee in program planning at the Fall and Spring subcommittee meetings. It will consist of all Meeting Chairs from past (up to two years past), present, and future meetings. To ensure the timely inclusion of cutting-edge research and hot topics in MRS meetings, the subcommittee shall establish an advisory group of experts within each of the standard content clusters to review proposals and determine the need for specific solicitations in particular areas.

Other members can also be appointed at the discretion of the Program Development Subcommittee Chair. PDSC will be responsive to strategic guidance from the Society Agility Council on communities that MRS prioritizes for recruitment and retention via technical symposia or other events that may impact scheduling of technical symposia.

The Broader Impact Program Development Working Group within PDSC was suspended in 2020 pending the completion of a Diversity, Equity, and Inclusion review and associated changes in governance. In the interim, the chairs of Meetings and PDSC will solicit reviews of Broader Impact proposals as needed.

Meetings Assessment Subcommittee (MASC): The Meetings Assessment Subcommittee shall consist of a chair and a minimum of five additional members. The subcommittee will review all major MRS meeting activities (Spring/Fall Meetings, co-sponsored events, workshops, and broader impact activity integration) to ensure that quality is maintained across the MRS meeting event spectrum. The subcommittee shall provide meeting quality metrics to all Meetings Committee subcommittees to assist in orientations for newly appointed Meeting Chairs and Symposium Organizers. It will actively participate in the Symposium Organizer wrap-up and will chair debriefing meetings at the Spring, Fall, and other regular MRS meeting activities as they develop. In addition, the subcommittee shall survey meeting attendees, evaluate meeting success including non-symposium peripheral meeting enhancements, and provide benchmarking. It will develop a set of general metrics and an archive to serve as a Society resource in this area, and it will ensure that quality metrics for non-MRS “Conference Services” meetings are sufficient.

CHAIR/MEMBER APPOINTMENTS

The Chair of the Meetings Committee shall be nominated by the Vice President in consultation with the previous chair, and shall be ratified by the Board. The committee chair shall appoint chairs for each of the subcommittees. The members of each subcommittee shall be appointed by the subcommittee chair, in consultation with the Meetings Committee Chair.

Periodically, the Board’s Governance Committee will review the committee and subcommittee rosters for the purpose of ensuring a diverse representation of scientific fields, experience, regional or global perspective, and other appropriate attributes. Should the committee find reason for concern, the GovCom Chair shall contact the Meetings Committee Chair to discuss resolution of the issues of concern.

The committee chair shall identify a delegate or back-up, approved by the Vice President, to assist or serve as acting chair in the event that the chair cannot perform his/her duties in an effective and timely manner. Additionally, the chair shall nominate a successor one year prior to the close of the chair’s term. Similarly, subcommittee chairs shall nominate successor(s) for their subcommittees one year prior to the close of the chair’s term.

In order to generate new committee members to replace the old ones, the MTGC Chair should develop recommendations for chairing the committee during final year of their term and be given the list of current members and the expiration dates of their terms immediately upon being named. The new chair should work with the outgoing chair, the present and incoming subcommittee chairs, and HQ Director to develop and recruit replacement committee members.

All members of the committee/subcommittees shall be members of the Society, unless approved in each instance by the President, including the specific term of appointment. Over time, committee members should include a diversity of members as appropriate to achieve the mission of the committee.

TERM OF SERVICE

The chair of the Meetings Committee shall generally serve a three-year term, extendable to six years with mutual consent of the chair and, the Vice President, not including time previously served on the committee. The chair of each subcommittee shall serve a three-year term, also extendable to six years with consent of the Chair, not including time previously served on the Meetings Committee or any of its subcommittees. Exceptions will be granted on a case-by-case basis by the Executive Committee.

The tenure of the subcommittee members shall be three to six years at the discretion of the chair, and ideally shall be staggered so that no more than half of the members of a subcommittee are replaced in one year.

The committee chair shall ensure that all persons appointed to the committee and its subcommittees are informed in writing as to the term of their appointment. The committee chair and the subcommittee chairs, with the assistance of the HQ Director, shall maintain rosters of committee/subcommittee members. Any changes to the rosters shall be forwarded to the committee's HQ Director as soon as possible.

MEETINGS AND PROCESS

The committee and subcommittee chairs shall convene meetings or teleconferences as deemed necessary, or at the request of two or more committee members, or as requested by the President. The chairs shall give all committee members advance notice of meetings or calls. Decisions reached during the committee meetings shall be on the basis of a majority vote of a quorum, which consists of at least half of the members of the committee/subcommittee, including the chair or acting chair designated by the committee chair with the concurrence of the President. If necessary, votes may be conducted via email.

The Meetings Committee Chair shall prepare a brief written report for the Board of Directors upon request, but at least on an annual basis, usually prior to the Fall Meeting. Subcommittee chairs shall provide a yearly report of activities, including succession and delegation planning, to the Meetings Committee Chair for consolidation into this Board report. The annual report shall outline the principal achievements, directions, and recommendations of the committee. This report and other notes describing the activities of the committee shall be maintained at MRS Headquarters by the committee chair via the HQ Director and made available to the succeeding committee chair at the end of the term.

COMMITTEE RESPONSIBILITIES

- The Chair shall facilitate and direct the work of the subcommittees, and will actively keep abreast of Board of Directors' plans and goals, requesting guidance from the Board as necessary.
- Coordinate with the Society Agility Council on strategic planning of topical content for future technical and "broader impact" programming.

- Recommend candidates for Meeting Chairs for future Society meetings to the Vice President; provide MRS Headquarters with a volunteer talent report on an annual basis.
- Solicit and develop suggestions for new symposia, and evaluate current and previous symposia for timeliness and relevance.
- In coordination with the Society Agility Council, review proposed collaborations with other societies and activities, as per MRS Policy for Intersociety and Inter-organizational Interactions, to advance MRS's Mission and Strategic Initiatives.
- Evaluate and approve proposed endorsements and co-sponsorships for external meetings.
- Plan and oversee the Fall and Spring meetings, and any other major MRS meeting, as determined by the Board of Directors.
- Implement an orientation program for newly appointed Meeting Chairs, and host the symposium organizer wrap-up meetings and Meeting Chair debriefing meetings.
- Provide revisions to the Meeting Chair Handbook as necessary to reflect changes in processes.
- Assessment of meeting quality, surveys of meeting attendees and evaluate meeting success, including peripheral non-technical meeting enhancements, and provide benchmarking.
- Accomplish annual charges from the Board of Directors.

Deliverables: N/A; Review every three years or as needed

Who: Secretary/MTGS Committee Chair

When: At least 8 weeks before the Board meeting at which amendments should be considered.

To: President

Policy first adopted: Dec. 2, 2011

Last modified: July 31, 2018; January 2020; January 2021; Jan 2022; August 2022; April 2024

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Enacting Legislation: B:2011:52; B:2013:40 (Consent Agenda) B:2014:13 (Estb IEC), B:2016:23; B:2018:15 (Consent Agenda); B2019:38 (F19 Consent Agenda); B:2020:30; B:2021:22 (F21 Consent Agenda); B:2022:12 (Consent Agenda); B:2024:08 (S24 Consent Agenda)

Policy created by: Meetings Cte Party responsible for this policy: Meetings Cte Chair