



MATERIALS RESEARCH SOCIETY

Advancing materials. Improving the quality of life.

4.5 Career Advancement Committee

Purpose: This policy articulates the purpose, structure, and responsibilities of the MRS Career Advancement Committee and Chair.

Applies to: Volunteers, Members, Staff

Purpose/Scope

The Career Advancement Committee shall provide programs and services that advance careers of MRS members. The committee shall assess programs and practices that can best serve the evolving needs of MRS members. The committee shall serve in an advisory capacity to MRS committees and communities and the Board regarding career advancement and volunteerism. Critical focal points of the committee are diversity, equity, and inclusion, early career professional programs, and student engagement. It will also help coordinate new Special Interest Groups within MRS and facilitate awareness of volunteer opportunities within MRS. The committee will partner with Headquarters to address career needs and to connect MRS members to volunteer opportunities.

Committee Structure

The Committee shall be comprised of a Chair, the Chairs of the subcommittees and coordination groups, a HQ Director, and other standing members, as needed, both for tasking and for representation of the membership. The Chair shall be responsible for determining the structure of the committee and the assignment of the responsibilities within the subunits of the committee.

Current subunits include:

Early Career Subcommittee, will provide an environment for communication and collaboration among younger materials scientists and engineers all over the world. This also includes mentoring programs by more experienced members/chairs to promote and sustain their engagement in the Society through occupation of major positions. Moreover, the subcommittee will help in actively increasing the visibility and the recognition of younger professionals by providing volunteering and engagement opportunities during and between MRS Meetings.

Student Subcommittee will coordinate project-based volunteer opportunities for student-organized programs and student news/reporting at and between MRS Meetings.

University Chapter Special Projects Review Group will consist of an ad hoc group of 3-5 volunteers who meet annually to review and evaluate University Chapter Special Projects grant requests and to select the recipients up to the annual budget amount.

Broadening Participation in Materials Coordination Group, which identifies strategies to promote diversity and inclusion within the broad professional community and shares ideas and strategies that help support and encourage people who are currently underrepresented in materials science and engineering. Activities include, for example, Women in Materials Science and Engineering events and workshops, UREM scientist programs, solicitation of diverse award nominations, **and other activities that may arise through the Special Interest Group structure.**

The Chair of the Career Advancement Committee shall annually review the subunit structure and create or dissolve subcommittees in response to member needs.

Chair/Member Appointments

The Chair of the Career Advancement Committee shall be appointed by the Vice President of MRS. The committee chair shall appoint members of the committee and of the University Chapter Special Projects Review Group as well as chairs of the subcommittee Broadening Participation in Materials Coordination Group. The subunit chairs shall appoint members to their respective volunteer groups. The committee chair shall also 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. The subunit chairs may assign or recruit "lead" members for each of the various activities. The Committee Chair shall ensure diversity, equity and inclusion in the committee and subunit memberships, and is particularly encouraged to engage student or junior members.

In order to generate new committee members to replace those whose terms are expiring, the incoming Career Advancement Committee Chair should be given a list of current committee and subunit members, including the expiration dates of their terms. The new Chair should work with the outgoing chair, the present and incoming committee members, and HQ Director to recruit and develop replacement committee members.

All members of the committee and subunits shall be members of the Society, unless approved in each instance by the Vice 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 term of service on the Career Advancement Committee and Chairs of its subcommittees shall generally be three years, extendable to six years with mutual consent of the Chair and the Vice President, not including time previously served on the committee or any of its subcommittees. Exceptions will be granted on a case-by-case basis by the Executive Committee. The Chairs shall develop recommendations for chairing the committee during final year of term. After six of service, at least a one-year hiatus is required before re-appointment. Terms of the subunit members may be flexible to allow volunteers to commit to a term of service that works with their schedules and to maximize opportunities to volunteer within the subunits.

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

Meetings and Process

The committee and subunit 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 chair 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, including the chair or acting chair designated by the

committee chair with the concurrence of the President. Similarly, decisions reached during the subunit meetings shall be on the basis of a majority vote of quorum, which consists of at least half of the members of the subunit, including the chair, who shall be a regular member of the Career Advancement Committee.

The Career Advancement Committee Chair shall prepare a brief written report for the Board of Directors on an annual basis, usually prior to the Fall Meeting, or upon ad hoc request and mutual agreement. This 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

- Provide programs or institute practices to reward and benefit MRS volunteers, such as career advancement opportunities, and communicate these benefits to the MRS community.
- Accomplish annual charges from the Board of Directors.

Deliverables: Review every three years or as needed
Who: Secretary/Career Advancement Committee Chair
When: At least 8 weeks before the Board meeting at which amendments should be considered.
To: Secretary

Policy first adopted: April 2021

Last modified: August 2022
Last reviewed: August 2022

Enacting Legislation: B:2021:08 (S21 Consent Agenda); B:2022:12 (Consent Agenda)

Policy revised by: Party responsible for this policy: Career Advancement Cte/Sec