



MATERIALS RESEARCH SOCIETY
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3.2.2: Committee Charge Development Process

Purpose: This policy explains the process for generating governing and operating committee charges and HQ charges.

Applies to: MRS Community

Policy:
 Committee Charge Development Process

Date	Action
September 15	<p>HQ prepares a communication summarizing current strategic plans to be included with request for proposed charges for the upcoming year (below).</p> <p>The Executive Director, Governing Committee Chairs, and Operating Committee Chairs are requested to propose updated charges for the next year for headquarters and their specific committees, respectively, to co-align with the strategic plans, and routine, core operations.</p>
October 15	Proposed updated charges due to Vice President (collected by Executive Assistant)
October 15 – November 15	<ul style="list-style-type: none"> • Presidential Line and Executive Director discuss, organize, vet, and makes basic proposals for Governing Committee, and Operating Committee charges, interacting with stakeholders as needed. • President (owner) and Vice President collect data and prepare Executive Director charges. • Vice President lays out Board governing committee rosters (including chairs) for the subsequent year. Potential (not confirmed) assignments are discussed with participants.
Fall Meeting – GovCom Meeting #1	<ul style="list-style-type: none"> • Governing Committee Rosters: Vice President presents final list of proposed subsequent year governing committee chairs and rosters to GovCom for discussion. • Executive Director Charges (individual and HQ) for

	<p>Upcoming Year: President and Vice President present proposed charges to GovCom, for discussion and modification, if needed. An Executive Session will be held for GovCom comment and discussion.</p> <ul style="list-style-type: none"> • Committee (governing/operating) Charges for Upcoming Year: Vice President presents proposed governing and operating committee charges to GovCom, for discussion and modification, if needed.
Fall Meeting Week	<ul style="list-style-type: none"> • Negotiate governing charges: Current-Vice President (owner), with the Executive Director and incoming Vice President, negotiates charges with governing committee chairs. • Executive Director Charges: President and Vice President discuss proposed charges with Executive Director.
Fall Meeting – GovCom Meeting #2	<ul style="list-style-type: none"> • GovCom and Executive Director finalize Executive Director/HQ charges.
Fall Meeting – Board Meeting	<p>Board review and approval of final charges: All charges are presented by Vice President on behalf of GovCom to the Board of Directors for final approval.</p>
January 1	<p>All appropriate charges are posted on the individual committee webpages. Stakeholders are notified by email.</p>
<p>Deliverables: Charges; Review policy as needed Who: Vice President; Immediate Past President When: At least 8 weeks before the Board meeting at which amendments should be considered. To: President</p>	
<p>Policy first adopted: 4/18/09 Last modified: Dec 2014 Last reviewed: Oct 2014</p>	
<p>Enacting Legislation: Board Motion B:2009:23; B:2014:53 (Consent Agenda)</p>	
<p>Policy created by: Shef Baker Party responsible for this policy: IPPres and GovCom</p>	