



MATERIALS RESEARCH SOCIETY
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3.4.1: Communication among Board, Operating Committees, and Headquarters

Purpose: This policy/diagram illustrates the flow of communications within the governance and operational component of the Society.

Applies to: Board of Directors, Operating Committee Chairs and HQ Directors

Policy:

Communications Diagram (Attached) Explanation:

Good communication is required to have an effective working society, and the intent is to increase the openness in lines of communication. MRS needs to bring all contributions into team work in order to make progress on our strategic goals.

The communication diagram demonstrates the desire from HQ and volunteers for a flattening of communication protocol -- that the lines of communication be open and that access to information be increased to all who have need of that information. It DOES NOT and shall not usurp the lines of accountability as presented in the accountability wiring diagram. The box drawn by the red dotted line is meant to represent the flattening of communication between all within the box. A flattening of communication is not intended to break lines of required communication and so the diagram highlights in dashed white line those lines of communication which are required to effectively create and execute the strategic plans of MRS. In addition, the diagram recognizes the importance of keeping open the lines of supporting communication (as shown in the blue dash-dot-dot line) for effective execution of MRS business.

This diagram is intended to represent the communication within the workings of the MRS and not to the membership at large and the external community.

As shown in the box for the Board of Directors (Board), the President is the chairman of the Board and facilitates communication between the Board, GovCom, and the Executive Director (ED). This communication can be and often is vetted by GovCom before presentation to the Board at large. (Note: the President is also the external face of the Society on the volunteer side, interacting with leaders of other societies, government officials, industry leaders, academics, and others as necessary to communicate MRS's mission, vision, and values.) The ED fosters productive relationships with the Board at large. The presidential line is an unofficial group shown encircled within the Board box: President, Vice President, and Past President. This group has come to exist in an effort to help with the retention of knowledge and understanding in transitioning from one president to the next. It allows the Vice President to learn about the duties and responsibilities of the presidency before becoming president, and allows the Past President to consult and advise with the knowledge that she (he) has gained over her (his) tenure. GovCom includes the presidential line and the Board Committee Chairs. The HQ Directors have a unique background and wealth of information that is required for MRS and the Board to function effectively, and thus required lines of communication are drawn to show that

connection between the HQ Directors and the Board.

The HQ Directors box and Operating Committee Chairs box are shown parallel on the diagram to highlight the importance of this required line of communication and the equality between the groups. Both HQ Directors and volunteers have unique knowledge and history to provide to their discussions and it is critical for MRS to have that level of communication remain open and their respective input valued equally.

The Board considered the use of Board liaisons between operating committees and the Board, but decided that there should not be an official liaison position.

Accountability Diagram Explanation:

The accountability diagram focuses on the hard lines of accountability only. It therefore does not include the special relationship that the Nominating Committee and special projects have with the Past President, who is a member of the Board. While these two activities are under the Past President's responsibility, the Board still retains oversight authority.

The diagram highlights the special responsibility and role of the Vice President as a facilitator for the operating committees. Although the operating committees receive their charges from the Board, the VP is the key contact point with the committees, acting as the facilitator.

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

Who: Chair of Plan Com

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

To: Board of Directors via Plan Com

Policy first adopted: 2/20/09 Board WebEx Call

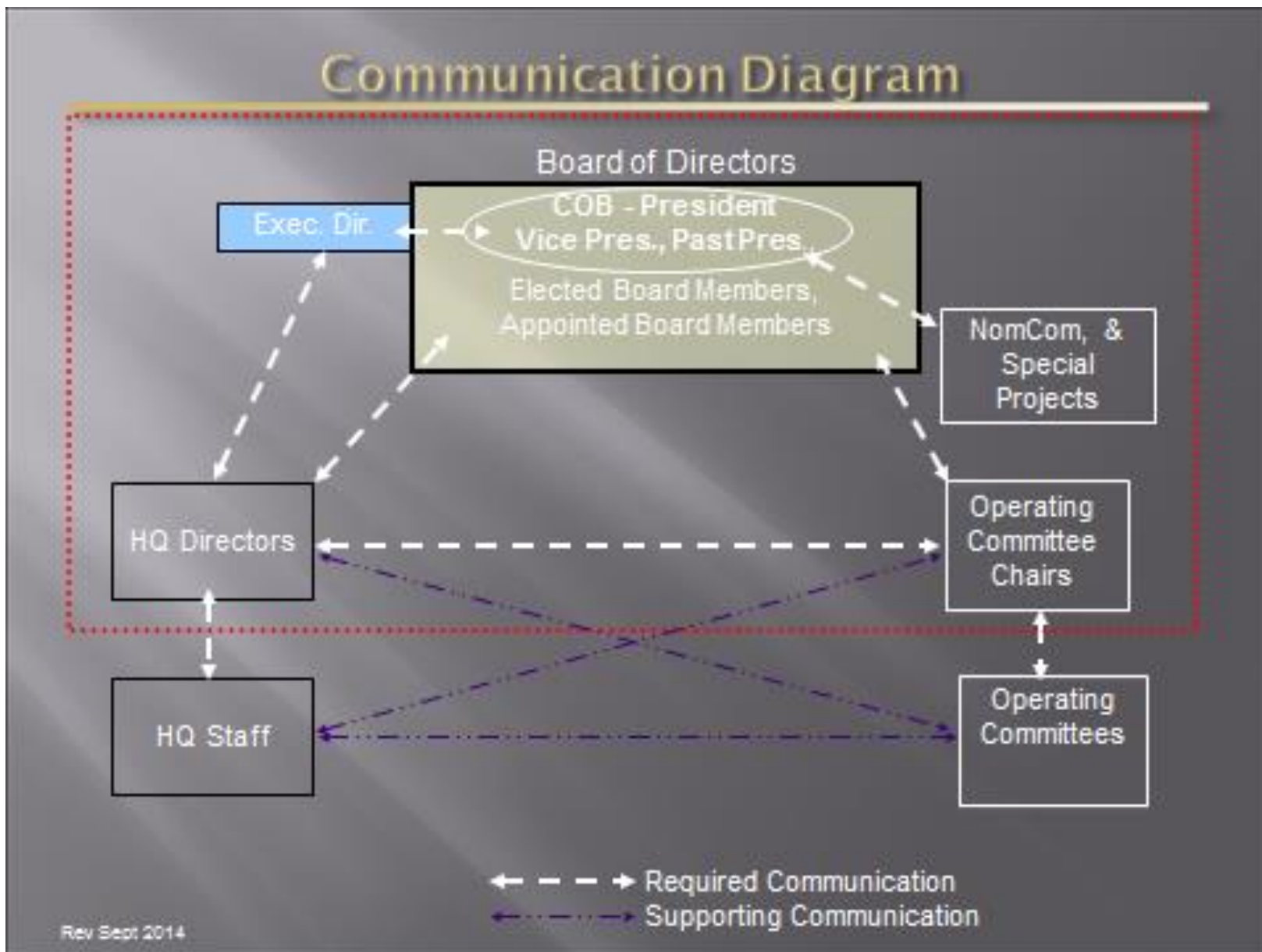
Last modified:

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Enacting Legislation: Board Motion B:2009:7

Policy created by: Plan Com Party responsible for this policy: Plan Com

COMMUNICATION DIAGRAM NEXT PAGE



Explanation

- ❑ The presidential line is an unofficial group shown encircled within the BOD box: president, vice president, and past president. This group has come to exist in an effort to help with the retention of knowledge and understanding in transitioning from one president to the next. It allows the vice president to learn about the duties and responsibilities of the presidency before becoming president and allows the past president to consult and advise with the knowledge that she (he) has gained over her (his) tenure. GovCom includes the presidential line, the Secretary, Treasurer, the BOD Committee Chairs, and the Executive Director. The HQ directors have a unique background and wealth of information that is required for MRS and the BOD to function effectively, and thus required lines of communication are drawn to show that connection between the HQ directors and the BOD.
- ❑ The HQ directors box and Operating Committee Chairs box are shown parallel on the diagram to highlight the importance of and equality between this required line of communication. Nevertheless, both groups, HQ and volunteers, have unique knowledge and history to provide to their discussions and it is critical for MRS to have that level of communication remain open and their respective input valued equally.
- ❑ The BOD considered the use of BOD liaisons between Operating Committees and the BOD, but decided that there should not be an official liaison position.