



## **5.1.1: Meeting Chair and Volume Organizer Selection and Responsibilities**

Purpose: This policy details the selection process, the responsibilities of MRS Meeting Chairs and *MRS Bulletin* Volume Organizers, and the process for removal

Applies to: Vice President , Nominating Committee, Meeting Chairs, Volume Organizers, HQ

### **I. PURPOSE**

This document defines (i) the process for selecting Meeting Chairs and Volume Organizers and (ii) their participation and performance responsibilities.

#### II. Background

MRS has the responsibility to select the best candidates for Meeting Chairs and *MRS Bulletin* Volume Organizers, and this responsibility lies primarily with the Vice President. The Board's Nominating Committee shall assist in identifying and in reviewing candidates, as requested by the Vice President. A timely and careful selection process, including broad solicitation of nominations, is required.

In accepting a position as Meeting Chair or Volume Organizer, an individual commits to providing his/her expertise and time to the Society. Active participation is needed so that a broad range of perspectives and knowledge are incorporated in the development and running of MRS Meetings and the publication of the *MRS Bulletin*.

### **III. MEETING CHAIR SELECTION PROCESS**

The Vice President has the primary responsibility to select the Meeting Chairs for the Spring and Fall Meetings, and other major MRS meetings as designated by the Board, two years out. The Chairs should be chosen early in the Vice-Presidential term, so that they may attend the Meeting Chairs meeting during the Spring Meeting and participate in a single "kick-off" meeting at MRS Headquarters.

At the Fall Meeting preceding the Vice-President's term, high level issues related to Meeting Chair selection will be discussed at a meeting of the VP and the Meetings Committee Chair or the HQ Liaison. These include an assessment of recent meeting success and meeting chair performance, in particular as it relates to long term strategic issues such as meeting style and vision. These discussions will serve as guidelines for the Vice President in his/her development of a Meeting Chair candidate list.

At the beginning of the Vice President's term, a list should be developed of Meeting Chair candidates who have demonstrated leadership ability, a broad perspective on materials research, and a commitment to MRS. To reduce the risk of real or perceived conflicts of interest, the list should *not* include government or corporate employees who have substantial control over research funding and whose primary responsibility is to establish and execute contracts for research external to their organization (e.g., program managers or corporate vice-presidents). The list should include candidates with a diverse and broad range of technical fields and demographics. It should be compiled using the

lists of previous candidates, lists of potential candidates as identified in database “talent” reports provided by HQ, and by eliciting suggestions from committee chairs and others. In particular, fresh input should be solicited from the Board, past presidents, and the Meetings Committee.

In making the selection of Meeting Chairs from the candidate list, it is of utmost importance that a balanced and representative team is selected. Essential is that the technical fields that are to be represented at the Meeting are covered. Demographic information should also be considered, including institution type (academia, government laboratory, research institute, industry), country, and gender. It is clear that every possible demographic category cannot be covered at each meeting, but it is expected that the Vice President will ensure that, over a series of meetings, every important constituency is represented. To aid in selecting a balanced and compatible team, headquarters staff and previous symposium organizers should be consulted. Also, the Board should have the opportunity to comment on a list of finalists, as a last chance to correct egregious errors. If the Vice-President experiences pressure to select a particular candidate, he/she must take particular care to respond firmly, objectively, and sensitively. In the case a candidate declines the offer, the Vice-President should have various team scenarios in mind, which may influence the order in which potential candidates are contacted.

The new chairs should be announced prior to the Spring Meeting. After the Spring Meeting, the Vice-President should summarize the process in a report to GovCom, and direct that the candidate database be updated.

<b>Timeline for Meeting Chair Selection</b>		
<b>Who</b>	<b>When</b>	<b>What</b>
VP / Meetings Committee Chair or HQ Liaison	Fall Meeting preceding VP term	Discussion of recent meeting success, future meeting trends, and candidate pool.
VP/NomCom	Fall Meeting preceding VP term	Preliminary discussion of potential candidates
VP/NomCom/HQ	Beginning of VP term	Development of candidate list, using as many resources as possible.
Board/HQ	Prior to Spring Meeting during VP term	Review of list of finalists by Board, HQ
VP	Prior to Spring Meeting	Announce new chairs
VP and HQ	Following Spring Meeting	Report to GovCom on selection process and update candidate list

**IV. MEETING CHAIR RESPONSIBILITIES**

The Meeting Chair responsibilities are to:

- Understand the importance of the Meetings to MRS and be informed of the definition and guidelines set forward by the Board and the Meetings Committee for meeting success.
- Actively participate in all activities and responsibilities, as listed in the Meeting Chairs’ Handbook, including meetings, email discussion, and phone conversations.
- Prepare for all discussions by reviewing background documentation, seeking further clarification, or providing input, as appropriate.

- When participation in any of the above is not possible, the courtesy of prior notification to the person responsible for the activity is requested together with input on the issues scheduled for discussion.
- If hindered by circumstances that could prevent participation for extended periods, contact the MRS Vice-President, President, or Past President.

### *Removal of a Meeting Chair*

If it becomes apparent to an MRS volunteer (e.g. Meetings Committee Member, Meeting Co-Chair, or Symposium Organizer) that a particular Meeting Chair is not participating fully, it is their responsibility to discuss this with their Headquarters liaison, and/or the co-chairs. A representative of this group will make an attempt to gain renewed efforts from the offending chair in a confidential, sensitive, and objective manner. If these efforts are not successful, the Meetings Committee Chair or the MRS officer who appointed the chair in question will be asked to intervene. If this final intervention is not successful, they may request that the Chair step down. Successors to the position may be considered or not, depending on the timing. If a successor is chosen, he/she will be appointed by the current President of the Society.

## **V. MRS BULLETIN VOLUME ORGANIZER (VO) SELECTION PROCESS**

The Vice President has the primary responsibility to select the *MRS Bulletin* Volume Organizers (VO) two years before publication of the *MRS Bulletin* Volume. The Volume Organizers should be chosen early in the Vice-Presidential term, so that they may attend the *MRS Bulletin* Volume Organizers meeting during the Spring Meeting and begin working to identify themes shortly thereafter. At or before the Fall Meeting preceding the Vice-President's term, the *MRS Bulletin* Editor shall meet with the Vice President to discuss the desirable attributes of the individual VOs as well as collectively for the VO group, such as responsiveness, willingness to serve, global outlook and diversity in areas of expertise, gender, geographic location. These discussions will serve as guidelines for the Vice President in his/her development of a Volume Organizers candidate list.

At the beginning of the Vice President's term, a list should be developed of VO candidates who have demonstrated leadership ability, a broad perspective on materials research, and a commitment to MRS. The list should include candidates with a diverse and broad range of technical fields and demographics. It should be compiled using the lists of previously suggested candidates, lists of potential candidates as identified in database "talent" reports provided by HQ, and by eliciting suggestions from committee chairs and others. In particular, fresh input should be solicited from the Board, past presidents, the Publications Committee, and the *MRS Bulletin* Editorial Board.

In making the selection of Volume Organizers from the candidate list, it is of utmost importance that a balanced and representative team is selected. Volume Organizers should have broad interests and contacts beyond their own areas of expertise, and should be aware of newly developing topics and rising stars. A good network is also helpful, as it will enable a VO to seek out expert opinion when topics arise outside of their core areas of expertise. Demographic information should also be considered, including institution type (academia, government laboratory, research institute, industry), country, and gender. It is clear that every possible demographic category cannot be covered, but it is expected that the Vice President will ensure that, as much as possible, every important constituency is represented. To aid in selecting a balanced and compatible team, headquarters staff and previous Volume Organizers should be consulted. Also, the Board should have the opportunity to comment on a list of finalists, as a last

chance to correct egregious errors. In the case a candidate declines the offer, the Vice-President should have various team scenarios in mind, which may influence the order in which potential candidates are contacted.

The new Volume Organizers should be announced prior to the Spring Meeting. After the Spring Meeting, the Vice-President should summarize the process in a report to GovCom, and direct that the candidate database be updated.

<b>Timeline for Volume Organizer Selection</b>		
<b>Who</b>	<b>When</b>	<b>What</b>
VP / <i>MRS Bulletin</i> Editor	Fall Board Meeting preceding VP term	Discussion of desirable VO attributes, future research trends, and candidate pool.
VP/NomCom	Fall Meeting preceding VP term	Preliminary discussion of potential candidates
VP/NomCom/HQ	Beginning of VP term	Development of candidate list, using as many resources as possible.
Board/HQ	Prior to Spring Meeting during VP term	Review of list of finalists by Board, HQ
VP	Prior to Spring Meeting	Announce new VOs
VP and HQ	Following Spring Meeting	Report to GovCom on selection process and update candidate list

## **VI. VOLUME ORGANIZER RESPONSIBILITIES**

The Volume Organizers' responsibilities are to:

- Understand the importance of the *MRS Bulletin* as a member benefit and the need to maintain high standards of excellence.
- Help to determine the content of theme topics for a year's worth (12 themes = one "Volume") of *MRS Bulletin* issues.
- Guide the development of the themes and help ensure high scientific quality of those themes.
- Brainstorm ideas, prioritize those ideas, contact potential guest editors to propose themes, evaluate those proposals, as well as unsolicited ones.
- Review the content to make sure it meets expectations and that the articles are in accordance with *MRS Bulletin* rules.
- Guide the development of "Single" technical features that run in addition to the themes (12 per year), soliciting and selecting article topics, evaluating proposals
- Determine the suitability of special talks, e.g., award talks, at MRS Meetings for transcription into articles.
- Actively participate in VO activities including meetings, email discussions, phone conversations, time spent working with potential guest editors, and reviewing three or four themes each.
- Prepare for discussions by reviewing background documentation, seeking further clarification, or providing input, as appropriate.
- When participation in any of the above is not possible, the courtesy of prior notification to the person responsible for the activity is requested together with input on the issues scheduled for

discussion.

- If hindered by circumstances that could prevent participation for extended periods, contact the *MRS Bulletin* Editor.

#### *Removal of a Volume Organizer*

If it becomes apparent to an MRS volunteer (e.g. Publications Committee Member, Co-Volume Organizer, Editorial Board member) or the *MRS Bulletin* Editor that a particular Volume Organizer is not participating fully, it is their responsibility to discuss this with the chair of the MRS Bulletin Editorial Board and/or the *MRS Bulletin* Editor. The typical first action will be for the Editorial Board Chair and/or the *MRS Bulletin* Editor to discuss the problem and possible solutions directly with the VO, in a confidential, sensitive, and objective manner, in order to ensure a fully functional Volume Organizer team. . If moderate intervention proves not to be successful, the Editorial Board Chair and/or *MRS Bulletin* Editor may consult with the MRS officer who appointed the VO before determining if the VO should be asked to step down. Successors to the position may be considered or not, depending on the timing. If a successor is chosen, he/she will be appointed by the current President of the Society.

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

Who: Vice President

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

To: Gov Com

Policy first adopted: December 5, 2003

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Enacting Legislation: Board Motion B:2003:53; B:2013:40 (Consent Agenda)

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