

Operating Procedure 20 – Committee Assignments and Oversight

Purpose: To indicate chairs, assign membership, and provide oversight of the Management and Operational Committees. Updated yearly at the BoD post board meeting.

The **Management** Committees are established by the Bylaws or by the Board of Director (BoD). The President has oversight or can assign oversight with BoD approval. Reports are provided to the Secretary within 30 days following the annual conference and the midyear meetings to be included in meeting minutes. It is the responsibility of the President to annually update this Operating Procedure 20 after each annual conference and before BoD midyear meeting.

The **Operations** Committees as established by the Operating Procedures shall produce written reports of activities pertinent to their Committee. These reports shall be provided to the ASC Secretary electronically within 30 days following the annual conference for inclusion on the Association web page and for BoD review at the midyear meeting. Each Operations Committee shall be assigned a Board member with oversight responsibility for that committee. Oversight includes, but not limited to, attending meetings, assisting the chairperson as needed, advisement on behalf of the BoD, report writing/reviewing/delivery if chairperson is unable to complete the task. Reports need to include committee status, a list of members, meeting attendance, overview of discussions, vote outcomes, and action items decided by that committee. Committee Chairs appoint members for a one-year appointment during Annual Meeting. The Chairs provide the slate of appointments for the President to approve. Membership is contingent on approval by President.

Committee	Type	Chairperson	Members	Oversight
Executive Committee	Management	President	President 1 st Vice President 2 nd Vice President Secretary Treasurer	President
Awards Committee	Management	President	Executive Committee- President 1 st Vice President 2 nd Vice President Secretary Treasurer	President
Election Committee	Management	1 st Vice President	1 st Vice President Appointments by President	President
Finance Committee	Management	1 st Vice President	1 st Vice President Secretary Treasurer Finance Manager*	President
Publications Committee	Management	2 nd Vice President	IJCER Editors	President

Committee	Type	Chairperson	Members	Oversight
			Proceedings Editors Poster/Abstract Editor Web Master	
Membership Committee	Management	2 nd Vice President	Webmaster Treasurer	President
Faculty Career Development Committee	Operations	Christine Fiori	<i>(Self-identified on committee meeting roster)</i>	Region 1 Director
Education Committee	Operations	Kristen Davis	<i>(Self-identified on committee meeting roster)</i>	Region 2 Director
Teaching Workshop Committee	Operations	Jeong Woo	<i>(Self-identified on committee meeting roster)</i>	Region 3 Director
Marketing Committee**	Operations	2 nd Vice President	<i>(Appointed and/or Self-identified on committee meeting roster)</i>	Region 4 Director
Research Committee	Operations	Mohammed Mehany	<i>(Self-identified on committee meeting roster)</i>	Region 6 Director
Industry Relations Committee	Operations	P. Warren Plugge	<i>(Self-identified on committee meeting roster)</i>	Region 7 Director
International Development Committee	Operations	Martin Čásenský	<i>(Self-identified on committee meeting roster)</i>	Region 8 Director

***The Finance Manager is not listed on the Finance Committee in the Bylaws dated April 22, 2018**

****The following is from the Bylaws dated April 22, 2018**

Section 8. Marketing Committee

1. Shall consist of the 2nd Vice President (chair) and two Board members appointed by the President.
2. The committee shall establish, maintain, and contribute to a marketing plan for the Association.
3. The committee shall provide annual marketing budget recommendations.
4. The committee shall set priorities for marketing efforts; evaluate plans and strategies; and present outcomes to the Board.