

## **Committee Appointment Process For the Education Council, Membership Council, and Professional Issues and Visibility Council**

This document provides general information regarding ASA appointments to the committees in the Education Council, Membership Council, and Professional Issues and Visibility Council. Appointments for some committees require special considerations that are not described here.

### **Introduction to Committee Appointments**

Most committees in Membership Council and Professional Issues and Visibility Council are structured with nine members appointed in cohorts of three, with each cohort serving three-year terms in a rotating fashion so that three members complete their term every year.

The committees in the Education Council are joint committees with other associations. On these committees, the ASA has three appointees and the other association has three appointees. The ASA appointees have rotating three-year terms with one member completing their term each year.

For most of the committees in these three Councils, members may be reappointed for a second term, but reappointment is not automatic. Also, in some cases, an appointment is made for two years or for four years (rather than three years) in order to fill a vacancy on the committee or for other reasons to reestablish the usual rotations in the appointment process described above.

After a second term, the member generally must rotate off the committee, although exceptions may be made in very unusual circumstances with approval by the ASA's Board.

Appointments to the committees in the Education Council, Membership Council, and Professional Issues and Visibility Council are the responsibility of the ASA's President-Elect. Similarly, the President-Elect is responsible for appointing the Chair for each of these committees. The Council Chairs and Vice Chairs gather suggestions and provide suggest candidates for appointment to the President-Elect, who can either accept the suggestions or make other appointments of their choice. Alternatively, the President-Elect can delegate some or all of the committee appointment process to the Council Chair and Vice Chair.

## Finding Candidates for Appointment

At the beginning of the year, the Council Chair and Vice Chair should consult committee Chairs for their recommendations regarding reappointments and new appointments.

Reappointments: The committee chair's recommendations are given considerable weight. However, even if the chair recommends reappointment of an eligible member, the possibility should be considered that the committee might benefit from having a new member (for a number of reasons) even if the current member being replaced has been doing an adequate job.

New Appointments: If the committee chair made any suggestions for new appointments, those suggestions are likewise given considerable weight. Possible candidates come to the attention of the Council Chair and Council Vice Chair in a number of other ways, including but not limited to the following: general suggestions (as distinct from specific appointments) by the President Elect, ASA staff members who are familiar with volunteers, other ASA members, and the online volunteer list. The online volunteer list is available for members to indicate their interest in serving on a committee or to nominate a colleague for appointment. Entries can be made by clicking the [lightbulb](#) on the Committee page. The ASA's Director of Awards, Committees, and Elections (DACE) listed in the [ASA directory](#), can provide a spreadsheet of names submitted.

Appointments for the next year's chair for a committee: The recommendation of the current committee chair regarding the chair for the upcoming year is frequently sought and given due consideration. Recommendations should be based on the possible candidate's enthusiasm, leadership skills, and ability to meet deadlines. In some cases, a chair is asked to serve in that capacity for a second year. Frequently, but not always, the current vice chair of the committee is recommended to become the chair for the following year, however the vice chair is neither guaranteed to become the upcoming chair nor required to do so. In most cases, it is best to appoint a new chair from among the current committee members to ensure continuity in the functioning of the committee.

Appointments of the committee's vice chair: The chair of the committee is encouraged to appoint a committee member to serve as vice chair, serving in that capacity for the year of the chair's term. **This appointment does not require the approval of the President-Elect or the Chair of the Council**, although the Council Chair and Council Vice Chair should be informed of the selection.

Whenever a suggestion (including self-nomination) is made regarding an appointment or reappointment, regardless of the means of communication (e.g., in person, online, via email), it is advisable to describe the reasons for the suggestion, such as the person's particular interests, skills, demonstrated performance and acceptance of responsibility, and balance that they would add to the committee; any concerns regarding the suggestion (e.g., possible over-commitment) should also be noted.

## Evaluating Candidates for Appointment

Committee balance is a major consideration in the appointment process. All appointments, but particularly new appointments, should be considered in light of the balance of the committee with respect to all aspects of diversity, taking into consideration the particular nature of the committee. In general, the following factors are among those that should be considered when making appointments or reappointments:

- sector (academia, government, industry)
- education (highest degree level attained)
- gender, race, or other demographic factors
- career phase (student, early career, mid-career, late-career, retired)
- area of statistical application
- geographic location

Other important factors to consider include the following:

- specialized experience relevant to the purpose of the committee
- gaps created as experienced members rotate off the committee
- individuals who would bring enthusiasm, fresh ideas, or energy to the committee
- individuals with influence/connections whose participation would advance the committee goals

In some cases, there are other factors that need to be considered when making appointments; such factors should be documented in the committee's Operations Manual<sup>1</sup>. In many cases, the specialized charge of the committee may suggest which factors are more important to consider. In every case, the level of enthusiasm that a possible candidate has for serving on the committee and their time availability should be taken into consideration; it is detrimental to the committee to appoint someone who is not interested in participating or unable to do so.

In general, ASA appointees to ASA committees must be members of the association, although there are some special circumstances. Also, all appointees must have abided by the ASA's [Activities Conduct Policy](#) and agree to continue doing so.

## The Steps in Making an Appointment

Once a candidate for reappointment or appointment has been identified, then the suggestion is made to the President Elect or, if the appointment process has been delegated, those delegates continue the appointment process.

It should first be confirmed that the candidate is an ASA member by checking in the membership directory. The candidate may have their privacy settings set restrictively (either intentionally or, often, unintentionally) and their name may not appear, or

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<sup>1</sup> If the committee does not have an operations manual, see the Guide for New Committee Chairs of Committees in the Education Council, Membership Council, and Professional Issues and Visibility Council.

sometimes their membership dues are overdue and they simply need an additional reminder. DACE can provide details regarding lapsed/non-visible memberships. In any event, the dues must be paid before any appointment is finalized.

Even if the candidate is listed in the membership directory, the DACE should be made aware of any potential candidate to make sure that the person has not just been appointed to a committee in a different Council and to be sure that the candidate is eligible for appointment. In extremely rare cases, a candidate may be ineligible for appointment as a result of violating the ASA's Conduct Policy.

Next, the Council Vice Chair (or Council Chair) should check with the candidate to determine if they would like to be appointed or reappointed. If necessary, point out any lapse in dues. After it has been confirmed that they are willing, eligible, **and interested**, the DACE will send the official, formal invitation. The appointment is finalized once the formal invitation has been accepted.