Guide for New Committee Chairs

of Committees in the

Education Council, Membership Council, and
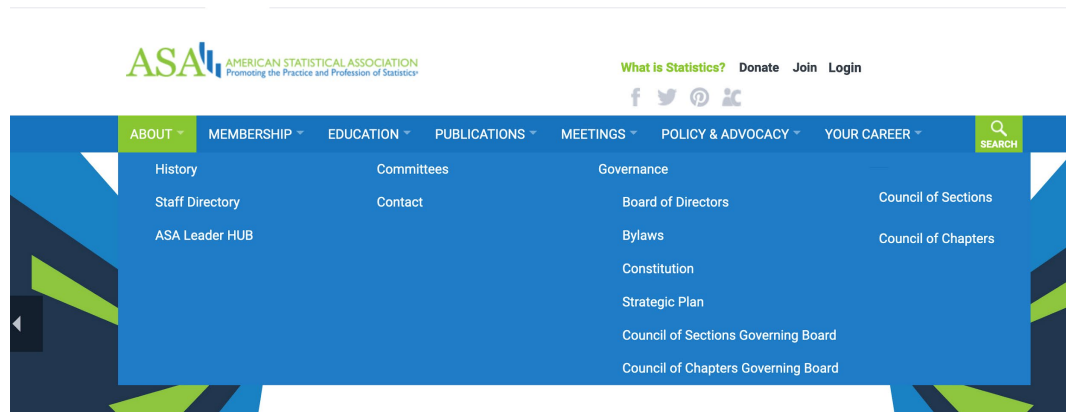## Professional Issues and Visibility Council

August 4, 2020

This document is a short orientation for chairs of the committees in the Education Council, the Membership Council, and the Professional Issues and Visibility Council. It includes a brief introduction to ASA's committee structure, a description of the responsibilities of the parties involved, and a general checklist for chairs.

Please send questions or comments that you may have regarding this document to the Staff Liaison of the Leadership Support Council, who is identified here.

OVERVIEW OF COUNCILS AND COMMITTEES

To get to the ASA Committee webpages on AMSTAT.ORG, hover over the "ABOUT" menu option, then click "Committees" in the dropdown menu; the list of Councils appears in the "Committee List" (see the second panel below). This guide will not address details of Non-Council Committees or the Award Council committees because they function differently than the committees in the other 3 councils.

Committee List

Leadership Support Council

> Awards Council

> Education Council

> Membership Council

> Professional Issues and Visibility Council

Non-Council Committees

> Executive Director

> Publications Representative

> Treasurer

> Council of Sections Representatives

> Presidents/JSM

> Board of Directors

In general, the committees are assigned to these councils as follows:

- The Education Council: committees that address issues regarding statistics educators as well as statistics and data science education.
- The Membership Council: committees that support the Membership Growth area of the Strategic Plan in a broad sense by identifying ways to meet the needs of targeted constituencies and by considering ways to build and retain membership in the ASA.
- The Professional Issues and Visibility Council: committees that support the strategic theme of Increasing the Visibility of our Profession by addressing the "outward facing" concerns of increasing visibility, providing support for the statistics profession, and promoting the use of statistics in other fields.

Each of these Councils is chaired by one of the ASA vice-presidents and each Council has a dedicated Vice Chair who assists the Chair.

[Click on](#) the name of any of those councils to find a link for the "Details" for the council as well as links for all the committees in the council, as shown below.

Next you can then click on a particular council "Detail" or a committee name to find the associated charge, the composition, as shown below for one committee, and the individual members (individual members not shown). Note that committee members for previous years (back to 2010) can be found by changing the year in the dropdown menu next to "Submit Year" (see red arrow below).

OVERVIEW OF RESPONSIBILITIES (or Who Does What?)

As noted above, each of the 3 councils (Education, Membership, Professional Issues and Visibility) is chaired by one of the ASA's 3 vice presidents (VP). The VPs are assigned to councils so that the "government" VP, the "industry" VP, and the "academia" VP rotate among the councils; ASA's leadership plan documents the rotation schedule. The assigned VP is identified on the committee membership pages as the Council Liaison.

Each council also has assigned a Council Vice Chair. The Vice Chair is appointed to the position for a 3-year term.

Each committee has its own chair. The committee chairs are officially appointed by the ASA president-elect, but the president-elect often delegates many if not all appointments to the Council Chair and Council Vice Chair. Many committees have a committee vice chair, who is generally invited by the committee chair to serve in that post.

Each committee and each council is supported by one or more ASA staff members.

The broad stroke responsibilities of each of these positions are listed here:

The ASA VP for a Council

- Is an ex-officio member of every committee in the Council (listed on the committee roster as "Council Liaison"); may attend committee meetings as available but usually does not
- Makes recommendations for committee appointments to the ASA president-elect (or makes the appointments on behalf of the president-elect, as the president-elect prefers)
- Presents an annual report from the Council to the ASA Board. The report summarizes accomplishments and current plans for the committees in the Council as well as any issues for the attention of the Board. Reports are presented at one of the Board meetings (Membership Council in April, Professional Issues and Visibility Council at JSM, Education Council in November).
- Brings matters to the attention of the Council and/or the Board as they arise (an example would be a proposed change in the charter of a committee)
- Attends the Leadership Support Council Meeting at JSM (Sunday at 12:30)
- Makes a room reservation for the Council's JSM meeting. (Reservations are made in response to a prompt that arrives early in the year from ASA meetings staff.) Chairs the Council Meeting at JSM. Each Council meets at 4:30 p.m. Sunday, but each Council has its own separate meeting.
- Supports the committees as needed
- Is a non-voting member of each of the committees in their assigned Council

The Council Vice Chair

- Is an ex-officio member of every committee in the Council (listed on the committee roster as "Council Vice Chair"); attends committee meetings as available
- Does a lot of the ground work regarding recommendations for committee appointments
  - Gathers suggestions from committee chairs early in the year regarding possible reappointments and new appointees
- Helps prepare the VP's report to the Board
- Stands in for the VP as necessary
- Attends the Leadership Support Council Meeting at JSM (Sunday at 12:30)
- Attends the appropriate Council Meeting at JSM (Sunday at 4:30)
- Provides support to the committee as needed
- Identifies opportunities for committees to collaborate and contribute to ASA initiatives
- Is a non-voting member of each of the committees in their assigned Council

The ASA Staff Members

- Are non-voting members of the committees to which they are assigned
- Provide logistics support for committee meetings (email, set up conference calls, set up video calls)
- Attend committee meetings and the committee face-to-face meetings at JSM (as they are able)
- Attend the Council meetings at JSM (as they are able)
- Provide support to the committee as needed by the committee
- Schedule an orientation for new committee chairs

The Committee Chair and Vice Chair

- *See the next sections*

COMMITTEE CHAIR DUTIES

Each committee chair is _strongly_ encouraged to develop a committee-specific Operations Manual that can be passed from chair to chair and updated as circumstances change. The document should be accessible on the ASA community to the committee's incoming and outgoing chair and the committee's vice chair.

Below is a list of activities that can be considered for starting or expanding, as appropriate, a committee's Operations Manual. Many of the items on this list are appropriate for many committees, although some of these activities may not apply to every committee and can be omitted from the manual for those committees. Also, some committees would benefit from a manual that is more comprehensive than this list implies.

Activities at or before the start of term
- Review the ASA Activities Conduct Policy.
  - All ASA members, particularly members in official positions, are expected to be familiar with and follow the policy.
- Review the committee charge to ensure that you understand your role in addressing it.
  - On occasion, it is appropriate to request a change to the charge. Discuss any concerns about the charge with the Council Liaison and Council Vice Chair.
  - Proposed changes must be approved by the committee, the Council, and the ASA Board in that order.
  - Set goals and activities in line with the charge
- If it is useful for your committee to do so, select a committee vice chair to assist the chair or to cover for the chair in the event that the chair is unavailable. The chair may confer with the Council Chair and Council Vice Chair on this selection. Once the appointee has agreed to serve, the chair should alert the Council Chair and Council Vice Chair to get the webpage updated to reflect this appointment.
- Determine where committee documents are shared online and methods of communication (Minutes and Blogs? ASA Community? Google drive? Slack?)
  - Minutes and the annual report should be posted to the committee's "My Community" library. (See comment on document names below.)
- Provide orientation to new incoming members of the committee.
- Send an email to all committee members at the start of the year to welcome new members to the team; this also serves as a way to confirm email addresses.
- Check the committee's web page to make sure the membership on the webpage has been updated; let the committee's Council Liaison or Council Vice Chair know if changes are needed. Also check the community pages for accuracy and completeness. The pages should show the current year's membership, updated by ASA staff and ready for review by about January 15th each year.
  - If some member is not listed, it is possible that they haven't paid their dues. Committee members need to keep current on their ASA membership dues. If someone is missing, this needs to be checked. They might also be missing if their privacy settings are overly strict; that sometimes happens and they aren't even aware of it. The ASA staff can determine why a name is missing (oversight of entry, unpaid membership, privacy settings).
  - In special cases, committee members need not be ASA members (e.g., members from other associations who serve on joint committees need not be ASA members).
- Set the meeting schedule for the year (frequency; an agreed-upon time when committee members are free).

- Prepare to chair each meeting
  - o Obtain information from ASA staff about telephone call-in-numbers for phone meetings, or other login information to include in the distributed agenda and invitation. The ASA does have Zoom accounts that can be used for meetings.
  - o Send out agenda in advance. (See comment on document names below.)
  - o Distribute minutes from previous meetings if this has not already been done. (See comment on document names below.)
- Develop an arrangement for minutes to be taken and distributed.
  - o In some committees, the task is assigned on a rotating basis (each member assigned a meeting; if someone misses their assigned meeting, someone else will switch places in the minute-taking line-up). In some committees, one person (possibly the vice-chair) takes the minutes for every meeting.
  - o Some committees use the agenda as the basis of the minutes, recording the next actions and who is responsible for each; this method is efficient, and the minutes are done within 48 hours. There is no required format for minutes.
  - o Some committees have used a Google drive or other shared document, so everyone can update the minutes soon after the meeting.
- **Membership Council Committee Chairs:** Provide an annual report to the Council Liaison (i.e., the appropriate ASA VP) and the Council Vice Chair; this is generally required by about March 1. See **Annual Report** below.

Activities in the spring or early summer
- As soon as the JSM program is available (end of March/early May), review the program to see if there are any sessions of particular relevance to your committee. If appropriate, contact the Meetings Department at ASA to ask to co-sponsor one or more sessions; provide the session title and session number of each session of interest with your request to be a co-sponsor. Submit requests as soon as possible, but no later than the end of May.
- Highlight sessions of interest, even if the committee is not a co-sponsor, to the committee members and spread the word on the ASA Community.
- Answer the email from ASA about plans for meetings at JSM (room reservations for mixer, in-face committee meeting; food requests, if any; phone/projector/etc. requests, as appropriate). Reply to ASA even if no JSM support is needed.
- Make plans for JSM attendance at Council Meeting (Sunday afternoon, 4:30–5:50 usually). If the chair cannot attend, try to arrange for another committee member to attend.
- **Professional Issues and Visibility Council Committee Chairs:** Provide an annual report to the Council Liaison (i.e., the appropriate ASA VP) and the Council Vice Chair; this is generally required by about July 1. See **Annual Report** below.

Activities at JSM
- Attend your Council's Sunday 4:30 p.m. meeting (or select a substitute to attend if chair is not available); committee vice chairs are welcome too. (The meeting will be scheduled for a different time when JSM is held virtually.) Committee chairs may be asked to give a committee report as part of the meeting.
- Possibly hold a face-to-face meeting, a mixer, or a joint mixer with other ASA groups
- As time permits, visit mixers of other committees/sections with common interests with an eye toward collaboration and finding others interested in joining your committee in the upcoming year.
- Participate in a previously organized panel discussion or session relevant to your committee.

<u>Activities in the fall</u>

- Consider any activities that require planning for next year's JSM, such as submit a proposal for an invited session. Invited sessions are due at the beginning of September. It is most successful to plan a year in advance because good speakers get scooped up early so planning and proposal writing are easier when undertaken early.
- Especially Membership Council Committees, consider applying for a [Strategic Initiatives Grants](#) every few years. This can be a focus of the committee work. Look for other grants also if funds are needed.
- Summarize the accomplishments of the year for the incoming chair.
- Ensure a smooth transition to the new chair: point out the location of the committee-specific operations manual; direct them to the ASA Leader Hub in general and this document in particular; make recommendations for reappointments and possible new appointments to the Council Vice Chair.
- **Education Council Committee Chairs:** Provide an annual report to the Council Liaison (i.e., the appropriate ASA VP) and the Council Vice Chair; this is generally required by about October 20. See **Annual Report** below.

<u>Other activities (as appropriate)</u>

- At any time, but especially early in the year and when requested, submit opinions regarding committee appointments (reappointments and/or new appointees, as appropriate) to the Council Chair and Council Vice Chair.
  - Committee members may serve 2 three-year terms, however reappointment is neither guaranteed nor required.
  - The process for appointing committee members is in a separate document. Committee Appointment Process in the Education Council, Membership Council, and Professional Issues and Visibility Council, available in the ASA Leader Hub tab for "[Information for Committees and Members](#)."
- Whenever there are issues or questions, reach out to the Staff Liaison, the Council Vice Chair, and/or the Council Chair.
  - If there are problems with a particularly inactive member, consult the Council Vice Chair.
- Delegate specific tasks to committee Vice Chair and others.
- Review the presidential initiatives and work with the Council Chair and Council Vice Chair to make suggestions in support of those initiatives that match the committee charge.
- Consider collaborating with other committees that have overlapping interests.
- Consider publishing an article (or series of articles) in *Amstat News*.
- Update your committee's operations manual (If it has not been given to you, request it; if it does not yet exist, start it.)
- If there are any committee members who are not engaged in the committee at all, reach out to them to see what the problem is. Get in touch with the Council Chair and Vice Chair if you need support. On occasion it is better to have a disengaged committee member step down to make room for a more active member to be appointed.
- Make sure you pay your dues! Only ASA members may serve on committees.
- Encourage colleagues to volunteer for a committee. They can click on the lightbulb on the [ASA Committee page](#).

COMMITTEE VICE-CHAIR DUTIES

While not all committees need a Vice Chair, many committees benefit from having one. The committee Vice Chair is appointed by the chair and agrees to support the chair. Duties of the committee's Vice Chair are to assume the responsibilities of the Chair when the chair is unavailable for any reason. If the Chair becomes unavailable for an extended period, then the ASA staff liaison, committee members, and the Chair and Vice Chair of the committee's council should be notified.

The Vice Chair should be familiar with the committee's activities and goals in order to be able to step into the Chair role if necessary. Other tasks may include any of the following:
- Aid the Chair in orienting new members and a new chair
- Help organize how to record and distribute meeting minutes
- Coordinate organizing JSM invited session proposals
- Help manage the committee's website and the committee library in the "My Communities" website
- Help the Chair with the Committee's annual report
- Assist the Chair in making recommendations regarding committee appointments
- Attend the JSM Council meeting in the place of (or in addition to) the Chair, if possible
- Update the committee's history document, if applicable
- Help the Chair update the committee's manual, or help to create it if necessary

The committee's manual should detail the expectations of the Vice Chair for the committee.

Generally the term for the Vice Chair is one year; the term ends when the Chair's term in that role is complete. In some committees, the Vice Chair is _unofficially_ the chair-elect. The appointment process is such that being a vice chair does not assure appointment to the chair position in the subsequent year, but vice chairs frequently are designated as unofficial chairs-in-training. On the other hand, someone who agrees to be vice chair is not obligated to be chair the following year.

ANNUAL REPORT

Every year the Council Chair must present a summary report to the Board in a form that is shown below.

Many committees generate a much more detailed report than the summary shown. That longer report is retained in the committee e-files as well as being provided to the Council Chair and Vice Chair. Providing that longer report fulfills the Chair's requirement, however it is helpful if the bulleted report is also provided. Not only is it helpful if a version of the report in the format below is submitted, but note that the committee chair choses what items get emphasized to the ASA's Board if they do the summary themselves!

While this is an opportunity to raise concerns to the Board, (a) it is not necessary to have any items in the "Issue" column and (b) issues can be brought to the attention of the Council Chair and Council Vice Chair at any time—it is not necessary to wait for the annual report.

The annual report should be posted to the committee's community library. (See comment on document names below.)

Committee Name

20xx Accomplishments	20yy Plans	Issues for ASA
• Highlight the previous year's accomplishments in a brief, bulleted form. • If necessary, use 2 columns, in which case the "Issues" column will be on a second slide for this committee.	• Highlight this year's plans (and, for the July and November reports, the accomplishments to date) in a brief, bulleted form. • If necessary, use 2 columns, in which case the "Issues" column will be on a second slide for this committee.	• Include issues (if any) that should be brought to the attention of the Board.

DOCUMENT NAMES

There are no rules on how documents should be named, however, consider using a standard format for document names that are consistent over time and sort in a logical manner. For example, for committee XXX, consider naming conventions such as:

> 2020-03-17_XXX_Agenda
> 2020-03-17_XXX_Minutes_Draft1
> 2020-03-17_XXX_Minutes_Final
> 2020-04-20_XXX_Agenda

Dates in formats such as "17-03-2020" or "12 Mar 2020" are less useful when there are a lot of documents in a file. There might be a preference for using other category prefixes before the date (such as Meetings_2020-03-17….) although the community allows for separate folders; if each category of document has its own folder, sorting by category would not be necessary.

ONLINE RESOURCES

ASA links of interest include the following:
- ASA Leader Hub at: https://community.amstat.org/asaleaderhub/home
- Committee members at: https://community.amstat.org/communities/mycommunities
- Committee website at: https://www.amstat.org/ASA/About/Committees.aspx
- Information for Committees and Members https://community.amstat.org/asaleaderhub/committee-members

It is recommended that each committee's manual should include committee-specific links.

COMMENTS AND QUESTIONS

If you have any questions about this document or suggestions for improving it, please contact the Director of Awards, Committees, and Elections found in the staff directory.