

**Instructions and Appointment Guidelines for Committee Chairs
of APS General Policy and Subject Matter Committees**
(from the Manual of Operations) Revised April 2003

Contacts for 2003-2004 are:

Senior Councilor-at-large: Richard R. Belanger, Univ Laval, FSAA Phytologie Dept, Pav Comtois, Quebec, QC G1K 7P4, CANADA (Phone: (418) 656-2758, FAX: (418) 656-7856, E-mail: richard.belanger@plg.ulaval.ca

APS Staff: Marci Smith, APS Headquarters, 3340 Pilot Knob Road, St. Paul, MN 55121-2097 (phone 651-994-3831; FAX 651-454-0766; Email: msmith@scisoc.org

Guidelines for General Policy and Subject Matter Committee Chairs

1. Attend, with vice-chairs, the orientation session for committee chairs at the annual meeting of the Society.
2. Prepare the agenda for committee meetings, notify all current and incoming members of the time and place of meetings, take minutes of meetings, and chair the meetings. The vice-chair or other representative will assume these responsibilities in the chair's absence.
3. Prepare written accounts of all actions taken by the committee relative to Society activities and forward to Council and relevant coordinating committees. Any action or commitment in the name of the Society, or any commitment of funds of the Society, must have prior written approval of Council.
4. Appoint subcommittees from the committee membership and the Society membership-at-large for specific committee studies or activities, especially for projects that may continue longer than the normal tenure of members on the parent committee.
5. Serve on the Annual Meeting Program Committee and attend all of its meetings at the annual meeting of the Society.
6. Ensure that the committee's annual report is submitted to APS headquarters within the timeframe set by the Society. The report must contain the name of the chair, vice-chair, and names of all committee members and their terms as well as a brief self-evaluation on the status of the committee. The self-evaluation must include a recommendation for continuation or voluntary termination. A recommendation for termination must include a complete accounting of votes, a listing of members of the committee who were present, and the primary reasons for voting in favor of termination. If less than half of the members of the committee are present at the time of voting, Council may accept the recommendation from the committee chair or recommend that a second vote be taken to include all current members. A written report is required every year. Failure to submit a report for two consecutive years may result in termination of the committee (see 29.6).
7. Maintain a current file of all committee members, plans, activities, records, annual reports, and minutes of all committee meetings and/or conference calls. See to the orderly transfer of these records and information to the incoming chair. Ensure that the committee web page on *APSnet* is current and updated in a timely fashion. The chair may appoint a committee member as the web page contact to accomplish this task.
8. Serve on the committee for one additional year as Immediate past chair. Committee members may designate an "executive committee" consisting of the chair, vice-chair, and past chair to assist in committee planning.
9. Coordinate plans for meetings ancillary to the annual meeting with the Director of the Scientific Programs Board.
10. When funds are collected from outside sources in support of programs, headquarters staff and the appropriate program coordinator (Annual Meeting Program Chair or Director of Scientific Programs Board) need to be informed of their proposed use of funds and arrangements for disbursement.
11. Be aware of and inform committee members of legal ramifications their actions may have upon APS. For use of Society letterhead, refer to 32.1 of MoO.
12. Appoint new members to their committees and adhere to APS policy in doing so. (*See section below.*)

Process for soliciting new committee members

1. Committee chairs have the authority to solicit interest in committee membership from attendees at the committee meetings held at the national meeting.
2. Members may volunteer for committee service by contacting the chair of the committee on which they wish to serve prior to the annual meeting or within three months following the annual meeting (typically by Nov. 1).
3. Members may nominate other members for membership on a committee as stated above.

Process for appointing members to APS committees

Chairs of the general policy and subject matter committees work with the senior councilor-at-large of APS (chair of the Committee-on-Committees) and a designated member of APS staff to appoint members to their committees. Each of these three individuals has distinct duties, as specified below.

a. Duties of the committee chair

1. **Compiling a list of qualified nominees.** The committee chair is responsible for compiling a list of nominees from the sources listed in 29.5.1. Instructions for compiling this list are provided during the orientation session at the annual meeting and in the committee section of *APSnet*. In compiling the list, the committee chair is responsible for verifying that each nominee meets the following qualifications.

(a) Nominee is an APS member: Each nominee must be listed in the electronic APS membership directory. If a nominee is not listed in the directory, but would otherwise be eligible for committee membership, the chair will inform the nominee that they cannot be appointed unless they join APS.

(b) Nominee is not a member of another APS committee of the same type i.e., Subject Matter or General Policy: The chair must verify on which, if any, committee(s) each nominee currently serves. *Individuals can be members of both a General Policy committee and a Subject Matter committee, but not two Subject Matter or two General Policy committees.*

(c) Nominee is willing to serve on the committee: Chairs will contact those nominees that have not provided written consent to serve to ensure his or her willingness to serve.

2. **Selection of committee members.** From the list of qualified nominees, the chair will select individuals for committee membership based on the committee vacancies. If the chair cannot identify a sufficient number of new committee members through these avenues, they should contact the senior councilor-at-large for assistance. Chairs should recommend for committee membership the nominees who best attain the following goals for the committee: (a) high standard of excellence in the profession of plant pathology, and (b) breadth in professional experience, achieved through geographic distribution of members across the US and internationally, and by employer (academic, industry, government), and membership type (regular, post-doc, graduate student, etc.).

3. **Submission of qualified nominees to APS staff.** Committee chairs must provide the designated APS headquarters staff member a final list per the instructions provided, as stated in number 1 above, by January 15 following the annual meeting. The staff member and senior councilor-at-large will verify that all nominees meet the qualifications necessary for membership on a committee.

4. **Notification of appointments to committees.** Committee chairs are responsible for informing each new member of his or her appointment to the committee. This is the time to welcome the member and inform him or her of issues being discussed by the committee. The senior councilor-at-large must be notified if any member declines membership at this point.

5. **Notification to nominees who were not appointed.** Chairs are responsible for sending letters of thanks to individuals who volunteered or were nominated, but not appointed to their committees. These individuals should be encouraged to continue to volunteer and their names should be passed on to the incoming chair for consideration next year.

b. Duties of the senior councilor-at-large

1. Provide instructions orally and in written form to the chairs and vice-chairs at the Orientation for Committee Chairs and Vice Chairs at each annual meeting.

2. Solicit committee nominations before the annual meeting through electronic means and through an article in *Phytopathology News*, encouraging members to volunteer for committee membership.

3. Oversee the committee member appointment and serve as a resource person to committee chairs.

4. With headquarters staff, screen lists of nominees for APS membership and resolve conflicts such as multiple appointments of an individual to committees.

c. Duties of APS Staff.

1. Construct an email list of committee chairs and vice-chairs and distribute that list to the in-coming senior councilor-at-large and vice president prior to the annual meeting.
2. Maintain the committee database and distribute current rosters to the committee chairs and senior councilor-at-large prior to the annual meeting or at the orientation session.
3. Assist the senior councilor at large in screening nominees for APS membership and duplicate appointments to committees. Communicate status of the committee appointment process to the senior councilor-at-large.

Length of service for committee members and chairs

All committee members are appointed to 3-year terms. The length of service on a committee may be extended if a member is elected to be vice-chair. The length of service is then extended to cover the time he or she serves as vice-chair, chair, and immediate past-chair of the committee.

Committee chairs serve for a term of one year, but may serve two terms consecutively.

Effective date of appointment to committees

All committee members begin their service on a committee at the annual committee meeting following their appointment. Their service on that committee ends at the beginning of the APS annual meeting 3 years later, following the committee meeting.

Committee chairs begin and end their service as chair, as do elected APS officers, on the last day of the APS annual meeting. This will make it necessary for the outgoing and incoming chair to work together in nominating and appointing new committee members.

APS Council Review of Committee Activities

APS Council reviews each APS General Policy and Subject Matter Committee annually via recommendation from the Committee on Committees to determine if it is active. If a committee fails to file a report to APS Headquarters for two consecutive years, APS Council will consider it for termination. A committee will also be reviewed based upon the interest of the membership in serving on that committee. Committees that fail for two years to generate nominations of new members for service on the committee will also be reviewed via the recommendation of the Committee on Committees for termination by APS Council.

PRECAUTIONS FOR COMMITTEE CHAIRS

Committees may only use APS letterhead for approved purposes. In practice, the APS Executive Committee must individually approve these purposes.

Committees must be careful that they do not represent any committee activity as being representative of APS policy. Only APS Council can determine policy for the Society.

Committees cannot approve expenditure of APS funds. Prior approval of any use of APS funds must be obtained from APS Council.

When the committee collects funds, the Executive Committee needs to be informed of their proposed use and arrangements that have been made for their accounting and disbursement.

Coordinate with the Annual Meeting Program Committee any plans for activities ancillary to the APS annual meeting.

GENERAL COMMENTS

Committees play a very important role in the governance of our Society. They are a vehicle for the involvement of large numbers of our membership in Society activities, particularly in planning our annual meetings. The program of the annual meeting is determined largely by the committees. The selection of annual meeting special sessions is by proposal from committees and then selection of the proposed sessions by the committee chairs, meeting as the Annual Meeting Program Committee. It is therefore important for the continued vitality of our annual meetings that committees function well. Each committee chair and vice-chair should ensure that the committee focuses on important issues and continues to function between annual meetings. Committee chairs are encouraged to communicate regularly with committee members.