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Executive Office Management Committee (EOMC) Charter

Charge & Purpose:

The Executive Office Management Committee (EOMC) is established according to the Bylaws. The EOMC shall:

1. Provide oversight, accountability, and review of the activities of the Executive Office.
2. Make recommendations concerning the Executive Office to the Board of Directors.
3. In the event of a vacancy in the position of Executive Director the Executive Office Management Committee shall act as a whole as the Interim Executive Director.

Composition:

As outlined in the ETC Bylaws, Article IX, Section 1, the EOMC voting members shall be composed of:

1. Immediate Past President (Chair)
2. President
3. Treasurer
4. At least 1 representative from the Institutional membership
5. At least 1 representative from the general membership

Terms:

Those appointed to the EOMC will serve for the duration of their Board term, or two-year staggered terms for those not on the Board. Terms shall start at the beginning of the fiscal year for which members are first appointed. Non-Board members may be appointed to consecutive terms. The Board may fill vacancies within a term and may change the term of any individual who is unable to fulfill the activities of the committee.

Time Commitment:

The expected time commitment is 2 hours a month on average, or 20 hours per year on average. The committee meets no less than once per quarter, or more frequently to meet deliverables and milestones. Meetings are held virtually, and some activities may be asynchronous. Members may have occasional follow-up assignments outside of meetings (for example, reviewing or editing a policy draft).

Activities and Deliverables:

1. Provide regular written updates to the Executive Director and Board.
2. Review annual AMR workplan provided by the Executive Office.
3. Make recommendations to the Board on edits or additions needed for each year's workplan.
4. Assist the Executive Director in preparing the organization's workplan each spring.
5. Review, revise, or create policies, charters, and guidelines for the organization.
6. Preparing budget requests for EOMC, when needed.
7. Other related projects as assigned by the President.

Finance Committee Charter

Charge & Purpose:

The Finance Committee is established according to the Bylaws. The Finance Committee shall:

1. Prepare a budget for each fiscal year.
    a) The fiscal year shall run from July first through the succeeding June thirtieth.
2. Submit the budget to the Board of Directors for approval.
3. The Finance Committee may from time to time submit supplements to the budget for the current fiscal year.

Composition:

As outlined in the ETC Bylaws, Article IX, Section 2, the Finance Committee voting members shall be composed of:

1. Treasurer (Chair)
2. One Director
3. Three (3) members of the general membership

Terms:

Those appointed to the Finance Committee will serve for the duration of their Board term, or two-year staggered terms for those not on the Board. Terms shall start at the beginning of the fiscal year for which members are first appointed. The Board may fill vacancies within a term and may change the term of any individual who is unable to fulfill the activities of the committee.

Time Commitment:

The expected time commitment is 2 hours a month on average, or 20 hours per year on average. The committee meets no less than once per quarter, or more frequently to meet deliverables and milestones or as needed for special fiscal business. Meetings are held virtually, and some activities may be asynchronous. Members may have occasional follow-up assignments outside of meetings (for example, reviewing & editing a budget draft).

Activities and Deliverables:

1. Provide regular written finance and spending updates to the Board.
2. Review monthly financial reports provided by the Executive Office / Treasurer.
3. Assist the Treasurer and Executive Director in preparing the annual budget for approval by the Board.
    a. Budgets shall be submitted to the Board for approval by or before April 30 of the fiscal year before the budget would take effect.
4. Provide input as needed on rates for member dues, conference registrations, expenditures, etc.
5. Offer guidance on periodic revisions to expenditure guidelines, fiscal policies, and investment accounts.

Election Committee Charter

Charge & Purpose:

The Election Committee is established according to the Bylaws. The Election Committee shall:

1. Recruit, qualify, and nominate candidates for all elected offices.
2. Assess the conduct of the election process and ensure the process is carried out fairly and based on the procedures established.

Composition:

As outlined in the ETC Bylaws, Article IX, Section 3, the Election Committee voting members shall be composed of:

1. Immediate Past President (chair)
2. One Institutional member
3. One Corporate member
4. One member from the general membership

Terms:

Those appointed to the Election Committee will serve for the duration of their Board term, or two-year staggered terms for those not on the Board. Terms shall start at the beginning of the fiscal year for which members are first appointed. Non-Board members may be appointed to consecutive terms. The Board may fill vacancies within a term and may change the term of any individual who is unable to fulfill the activities of the committee.

Time Commitment:

The expected time commitment is 2 hours a month when the committee is active, or 16 hours per year. The Election Committee meets no less than monthly in the 6 months leading up to the annual election. Meetings are held virtually, and some activities may be asynchronous. Members may have occasional follow-up assignments outside of meetings (for example, commenting on or editing the election procedures, or communicating with nominees and candidates). The committee may meet in other months as directed by the Board.

Activities and Deliverables:

1. Provide regular written updates to the Executive Director and Board.
2. Update and revise the election procedures as necessary and appropriate.
3. Solicit nominations and recruit candidates for Board of Directors positions.
4. Assist the Executive Office in the creation and dissemination of the ballot as per established procedures.
5. Lead and direct the promoting of the election.
6. Assist the Executive Office in election process, as needed, and ensure it is carried out fairly and based on established procedures.
7. Confirm the election outcomes were achieved fairly and based on established procedures.
8. Confirm the acceptance of the candidates chosen by election and, where a candidate declines or is unable to accept, proceed to the next choice as per established procedures.
9. Deliver the results to the Executive Director once all outcomes are validated.

Inclusion, Diversity, Equity, and Access (IDEA) Committee Charter

Charge & Purpose:

The Inclusion, Diversity, Equity, and Access (IDEA) Committee is established by vote of the Board. The IDEA Committee serves to:

1. Integrate inclusivity, diversity, equity, and access into ETC programs, communications, and activities.
2. Act as an advisory body to the ETC Board, committees, and task forces.
3. Ensure that diversity, equity, inclusion, and accessibility values, practices, and principles are considered in all aspects of the organization's work.
4. Collect benchmarking data to identify timely tasks and projects that will further promote diversity, equity, inclusivity, and accessibility in the ETC organization.

Committee Composition:

The IDEA Committee voting members shall be composed of:

1. At least 5 but no more than 9 members in good standing.
    a. All efforts will be made to identify members who bring diverse voices, ideas, knowledge, and experiences to the group.
2. At least 2 Institutional Members
3. At least 2 Corporate Members
4. A chair or co-chair selected from the committee members.

Term Length:

Those appointed to the committee shall serve two-year staggered terms. Co-chairs, if utilized, shall be on staggered terms. Terms shall start at the beginning of the fiscal year for which members are first appointed. Members and chairs may be appointed to consecutive terms. The Board may fill vacancies within a term and may change the term of any individual who is unable to fulfill the activities of the committee.

Time Commitment:

The expected time commitment is 2 hours a month, or 20 hours per year. The committee meets no less than once per quarter, or more frequently to meet deliverables and milestones. Meetings are held virtually, and some activities may be asynchronous. Members may have occasional follow-up assignments outside of meetings (for example, reviewing or editing a policy).

Deliverables:

1. Provide regular written updates to the Executive Director and Board.
2. Provide recommendations for strategies that will ensure diversity, equity, inclusion, and accessibility values, practices, and principles are considered in all aspects of the organization's work.
3. Collect benchmarking data and submit recommendations based on that data to Board for approval.
4. Annually provide at least one training session or workshop for ETC Leadership (Board, Committee Leaders) on a specific aspect of diversity, equity, inclusion, and accessibility based on membership demographic survey results.
5. Other activities or projects as directed by the Board.

Membership Committee Charter

Charge & Purpose

The Membership Committee is established by vote of the Board. The Membership Committee serves to:

1. Create strategies that will increase and diversify the membership.
2. Promote the benefits of membership.
3. Implement membership campaigns as approved by the Board.

Composition

The Membership Committee voting members shall be composed of:

1. At least 5 but no more than 9 members in good standing.
    a. At least two Institutional Members
    b. At least two Corporate Members
    c. At least one of these members shall be a Member of the Board of Directors
2. A chair or co-chairs selected from the committee members.

Terms

Those appointed to the committee shall serve two-year staggered terms. Co-chairs, if utilized, shall be on staggered terms. Terms shall start at the beginning of the fiscal year for which members are first appointed. Members and chairs may be appointed to consecutive terms. The Board may fill vacancies within a term and may change the term of any individual who is unable to fulfill the activities of the committee.

Time Commitment:

The expected time commitment is 2 hours a month, or 20 hours per year. The committee meets no less than once per quarter, or more frequently to meet deliverables and milestones. Meetings are held virtually, and some activities may be asynchronous. Members may have occasional follow-up assignments outside of meetings (for example, reviewing or editing a membership drive plan, or doing outreach to members and non-members).

Activities and Deliverables:

1. Provide regular updates to the Executive Director and Board.
2. Develop strategies and their implementations that will increase and diversify the membership.
3. Advise the Board on identified benefits of membership and make recommendations for new benefits.
4. Assist with the planning and the implementation of marketing and recruiting campaigns.
5. Submit recommendations and plans to Board of Directors for approval.

Corporate Member Committee Charter

Committee Charge:

The Corporate Member Committee is established by vote of the Board. The Corporate Member Committee serves to advise the Board on the participation and experience of Corporate Members.

Committee Composition:

The Corporate Member Committee will be composed of:

1. The two Corporate Directors.
2. At least 3 other Corporate Members in good standing.

Term Length:

Those appointed to the Corporate Member Committee will serve for the duration of their Board term, or a two-year term for those not on the Board.

Expected Time Commitment:

The expected time commitment is 3 hours per quarter. Some activities may be asynchronous. The committee meets no less than once per quarter. Members may have occasional follow-up assignments (for instance, reviewing a policy draft or reaching out to other Corporate members).

Activities and Deliverables:

1. Provide regular written updates to the Executive Director and Board.
2. Provide input and recommendations to the Board pertaining to the Corporate Membership of ETC.
3. Assist the Executive Office with planning for Corporate Member participation in ETC programs and social events.
4. Assist the Election Committee in soliciting nominations for candidates for Corporate Directors.
5. Other activities or projects as directed by the Board.

Events Committee Charter

Charge & Purpose:

The Events Committee is established by vote of the Board. The Events Committee serves to:

1. Develop guidelines for the selection and execution of in-person events (for example, the Annual Conference or Regional Events).
2. Recruit hosts for in-person events and develop a pipeline for future hosts.
3. Ensure that the activities of the events align with the mission and goals of the organization.

Committee Composition:

The committee voting members shall be composed of:

1. No more than five members in good standing
    a. At least two Institutional Members
    b. At least one Corporate Member
    c. At least one previous Annual Conference host school representative.
    d. At least one previous Regional Event host school representative.
2. A chair or co-chairs selected from the committee members.
3. Committee members may represent more than one category under #1.

Terms

Those appointed to the committee shall serve two-year staggered terms. Co-chairs, if utilized, shall be on staggered terms. Terms shall start at the beginning of the fiscal year for which members are first appointed. Members and chairs may be appointed to consecutive terms. The Board may fill vacancies within a term and may change the term of any individual who is unable to fulfill the activities of the committee.

Time Commitment:

The expected time commitment is 2 hours a month, or 20 hours per year. The committee meets no less than once per quarter, or more frequently to meet deliverables and milestones. Meetings are held virtually, and some activities may be asynchronous. Members may have occasional follow-up assignments outside of meetings (for example, reaching out to potential or upcoming event hosts).

Activities and Deliverables:

1. Provide regular written updates to the Executive Director and Board.
2. Develop, revise, and publish guidelines on the selection of event host institutions.
3. Develop, revise, and publish guidelines for hosting in-person events for ETC.
4. Assist hosts in planning and executing their in-person events, except for the Annual Conference which is supported by the Program Committee.
5. Assists the Executive Office in the support and promotion of in-person events.

Program Committee Charter

Charge & Purpose:

The Program Committee is established by vote of the Board. The Program Committee serves to:

1. Develop the programming, activities, and logistics for the annual conference with the assistance of the Executive Office.
2. Conduct and facilitate programming at the annual conference.
3. Ensure the conference generates operating revenue for the organization.

Composition:

The Program Committee voting members will be composed of:

1. At least 6 but no more than 9 members in good standing.
    a) At least two Institutional Members.
    b) At least two Corporate Members.
    c) At least one representative from the host institution for the upcoming annual conference.
    d) The President-Elect who will be President for the upcoming annual conference.
2. A chair or co-chairs selected from the committee members.

Term Length:

The Program Committee's term shall begin on the day following the end of one annual conference and run until the last day of the annual conference for which it is established. Members and chairs may be appointed to consecutive terms. The Board may fill vacancies within a term and may change the term of any individual who is unable to fulfill the activities of the committee.

Time Commitment:

The expected time commitment is 3 hours a month, or 30 hours per year. The committee meets no less than once per month, or more frequently leading up to the date of the conference and to meet deliverables and milestones. Meetings are held virtually, and some activities may be asynchronous. Members may have occasional follow-up assignments outside of meetings (for example, reviewing options for the conference agenda, or reviewing submissions for conference sessions).

Activities and Deliverables:

1. Work with the Executive Office and conference host to develop the logistics for the conference, including identifying deadlines and milestones, setting expectations for the on-site experience, investigating member travel needs, and other related activities.
2. Work with the Executive Office on planning, and getting Board approval, for the event budget.
3. Work with the Executive Office and conference host to develop the theme of the conference.
4. Engage members, sponsors, and other potential conference attendees to solicit and approve conference programming.
5. Assist the Executive Office to ensure conference activities run smoothly and meet participant expectations.
6. Develop, document, and revise planning best-practices guidance for future Program Committees.
7. Submit committee plans to the Board of Directors for approval.

Professional Development (PD) Committee Charter

Charge & Purpose:

The Professional Development (PD) Committee is established by vote of the Board. The PD committee serves to:

1. Identify the professional development needs of all member categories of ETC.
2. Advise the Board on changes in professional development needs of the members.
3. Develop, solicit, or otherwise procure content to meet the professional development needs of the members.

Committee Composition:

The committee voting members shall be composed of:

1. At least 5 but no more than 9 members in good standing.
    a. At least two Institutional Members
    b. At least two Corporate Members
2. A chair or co-chairs selected from the committee members.

Terms

Those appointed to the committee shall serve two-year staggered terms. Co-chairs, if utilized, shall be on staggered terms. Terms shall start at the beginning of the fiscal year for which members are first appointed. Members and chairs may be appointed to consecutive terms. The Board may fill vacancies within a term and may change the term of any individual who is unable to fulfill the activities of the committee.

Time Commitment:

The expected time commitment is 3 hours a month, or 30 hours per year. The committee meets no less than once per quarter, or more frequently to meet deliverables and milestones. Meetings are held virtually, and some activities may be asynchronous. Members may have occasional follow-up assignments outside of meetings (for example, doing outreach to members, or reviewing or developing content).

Activities and Deliverables:

1. Provide regular written updates to the Executive Director and Board.
2. Engage with ETC members on professional development needs.
3. Determine what needs can and should be met by ETC and the most effective way to do so.
4. Coordinate the delivery of professional development content to ETC members in whatever format the committee determines to be most effective and within their allotted budget.
5. Assists the Executive Office in the support and promotion of professional development events.
6. Other projects or assignments as determined by the Board.

Resources and Archives Committee (RAC) Charter

Charge & Purpose:

The Resources and Archives Committee is established by vote of the Board. The committee serves to:

1. Advise the Board on the resource needs of all segments of the membership.
2. Establish guidelines and editorial policy on resource sharing and the archiving of ETC resources.
3. Act as content editors for the organization's website.

Composition:

The Committee voting members shall be composed of:

1. At least 5 but no more than 7 members in good standing.
    a. At least two Institutional Members
    b. At least two Corporate Members
2. A chair or co-chairs selected from the committee members.

Terms

Those appointed to the committee shall serve two-year staggered terms. Co-chairs, if utilized, shall be on staggered terms. Terms shall start at the beginning of the fiscal year for which members are first appointed. Members and chairs may be appointed to consecutive terms. The Board may fill vacancies within a term and may change the term of any individual who is unable to fulfill the activities of the committee.

Time Commitment:

The expected time commitment is 2 hours a month, or 20 hours per year. The committee meets no less than once per quarter, or more frequently to meet deliverables and milestones. Meetings are held virtually, and some activities may be asynchronous. Members may have occasional follow-up assignments outside of meetings (for example, reviewing or editing resource content, or doing outreach to members and non-members).

Activities and Deliverables:

1. Provide written updates to the Executive Director and the Board.
2. Develop, publish, and revise guidelines and editorial policy for ETC websites, resources, and archives.
3. Develop, procure, or otherwise solicit resources for the membership with the approval of the Board.
4. Act as content editor for ETC websites and resource hub content.
5. Promote the ETC Resource Hub and other ETC web resources.
6. Engage in promotional activities in conjunction with the other committees and task forces to encourage members to engage in the sharing of publications, research, resources, and strategic partnerships.

Recognition Committee Charter

Charge & Purpose:

The Recognition Committee is established by vote of the Board. The committee serves to:

1. Make recommendations to the Board of Directors regarding awards and recognition appropriate to the organization.
2. Develop criteria for selecting and rewarding recognitions approved by the Board.
3. Assist the Executive Office in administering awards and recognition processes.

Committee Composition:

The Committee voting members shall be composed of:

1. No more than 5 members in good standing.
    a. At least two Institutional Members
    b. At least one Corporate Members
2. A chair or co-chairs selected from the committee members.

Terms

Those appointed to the committee shall serve two-year staggered terms. Co-chairs, if utilized, shall be on staggered terms. Terms shall start at the beginning of the fiscal year for which members are first appointed. Members and chairs may be appointed to consecutive terms. The Board may fill vacancies within a term and may change the term of any individual who is unable to fulfill the activities of the committee.

Time Commitment:

The expected time commitment is 2 hours a month, or 20 hours per year. The committee meets no less than once per quarter, or more frequently to meet deliverables and milestones. Meetings are held virtually, and some activities may be asynchronous. Members may have occasional follow-up assignments outside of meetings (for example, reviewing or editing a membership drive plan, or doing outreach to members and non-members).

Activities and Deliverables:

1. Provide written updates to the Executive Director and the Board.
2. Develop, revise, and publish criteria and processes for recognitions and awards with the approval of the Board.
3. Solicit nominations for recognitions and awards.
4. Engage with the membership on awards and recognitions.
5. Assist Executive Office with tasks related to awards process and ceremonies.

Communications Task Force Charter

Charge & Purpose:

This task force is created by the President.

The Communication Task Force (TF) is charged with providing direction to the Board and the membership on improving communication practices to ensure our organizational branding, messaging, and processes are aligned.

Composition:

The Communications Task Force shall include:

1. At least one current Director
2. No more than 4 other members in good standing.

Terms

The Communication Task Force is created through January 2025. Extensions to this timeline may be approved by the President at the time of the Task Force's scheduled sunset but not to exceed two full fiscal years from its inception.

Time Commitment:

The expected time commitment is 2 hours a month, or 20 hours per year. The task force meets no less than once per quarter, or more frequently to meet deliverables and milestones. Meetings are held virtually, and some activities may be asynchronous. Members may have occasional follow-up assignments outside of meetings (for example, reviewing or editing a communication plan, or doing outreach to members and non-members).

Activities and Deliverables:

1. Milestones for deliverables will be set within the first quarter of the Task Force's charter date. The full deliverables shall be presented to the Board by the end of January 2025, though completed deliverables may be shared earlier than the deadline.
2. Create a framework for sharing ETC committee reports, initiatives, and progress with the greater membership.
3. Create a social media engagement framework, to include:
    a) A marketing calendar for ETC events and functions.
    b) Creation and maintenance of relevant hashtags.
    c) Recommendations to the Board and individual members on their social media engagements involving ETC, as a Board and as individual contributors.
4. Create a framework for sharing member profiles and professional spotlights with the membership and broader AV / Higher Ed community.

Interest Groups

Charge & Purpose:

ETC Interest Groups are officially recognized by the Board but emerge organically from the membership.

Interest Groups (IGs) are casual collections of members around shared topics related to the profession. The Board shall appoint an Interest Group Leader to facilitate the needs and requests of the IGs to the Board, but each IG may structure their participation as fits their members.

Composition:

The IG Leader shall be a member of good standing. The IG Leader may be a member or leader of a specific IG but it is not required.

IGs may be composed of any members in good standing.

Terms

The IG Leader shall be appointed by the Board and shall serve a two-year term. An IG Leader may be reappointed at the discretion of the Board.

The IGs may structure their membership and leadership as benefits the members of the IG.

Time Commitment:

The expected time commitment for the IG Leader is 2 hours a month, or 20 hours per year.

The expected time commitment for members of individual IGs are at the discretion of the IG members.

Activities and Deliverables:

The Interest Group Leader:

- shall provide regular written reports of the needs and activities of the IGs to the Executive Director and the Board.
- shall check in with the IG leaders at least once per quarter.
- shall promote and advocate for the Interest Groups.
- shall encourage the IG leaders to connect with other ETC groups to further the interests and needs of their respective groups, such as connecting IG leaders with the Professional Develop Committee or the Program Committee.
- Shall work with the IGs to coordinate their participation in the Annual Conference if available and interested.