



CHARTER – Membership Committee

Purpose

The UNAVCO Membership Committee advises the board on applications for UNAVCO membership and associate membership in light of bylaws and other established criteria. It may also advise the board on policy and procedures when issues emerge in the course of its regular duties.

Membership

The number of members is typically three. Appointments will be consistent with UNAVCO policy. http://www.unavco.org/community/policies_forms/UNAVCO_Committees_Governance_Participation_Policy.pdf

Selection

The board of directors appoints committee members, relying on nominations from the committee, management, the board, and other groups as necessary. The board chair annually appoints the committee chair.

Term of Office

Each member serves a three-year term, typically to a maximum of two consecutive terms. Eligibility for subsequent terms is at the discretion of the appointing body.

Member Responsibilities

Each member of the advisory group is expected to:

1. Attend to the scheduled business of the committee which is typically conducted by email; teleconferences are scheduled as needed
2. Actively participate in the functioning of the group, and provide broad representation of science community perspectives and interests
3. Be available for individual consultation to the president and board chair
4. Subscribe to unav_all, and other UNAVCO list services as appropriate
5. Attend the bi-annual UNAVCO Science Workshop if possible
6. Advisory group officers and liaisons
 - o A chair is the officer of the group, and is responsible for setting the agenda, and for formal communications between the committee and board
 - o The chair is responsible for ensuring annual reporting of potential conflicts of interest of committee members, and managing such conflicts when relevant issues arise. The committee secretary manages COI for the board chair.
 - o The chair shall report recommendations as they arise to the board of directors.
 - o Email serves as the record of committee activities; for teleconferences the UNAVCO Executive Assistant will take minutes.
7. Staff support
 - o The President represents UNAVCO Senior Management to the advisory group
 - o Each year, the UNAVCO president prepares draft letters of appointment for the membership and chair, with individual terms and the committee charge, to be finalized by the Board Chair.

Committee Charge



Membership Committee, established by action of the board as is consistent with the bylaws, reviews applications for institutional membership using criteria established in the bylaws and recommends action to the board. Members serve two-year terms and are eligible for reappointment.