



Best Practices for Committee Chairs of The American Ceramic Society

The benefits to volunteering as a Committee Chair includes the opportunity to develop leadership, management, and communication skills; build a network of colleagues in your area of interest; and to promote and stay abreast of the latest developments in the field of materials science and technology.

The Committee Chairperson

The Committee Chairperson has the overall responsibility for developing committee programs, for ensuring that plans and assignments are carried out, and for seeing that the committee fulfills its obligations to the Society. The chair should be familiar with the policies and procedures of ACerS and with the duties of committee volunteers.

The chair should schedule a committee meeting during the ACerS annual meeting to plan for the upcoming year. When a program, event or activity has been scheduled, it is the chairperson's responsibility to communicate these activities to the ACerS staff liaison.

The chair should assist in recommending enthusiastic and qualified members to the nominating committee and president-elect to serve as committee volunteers. The chair should strive to bring new and diverse people into the committee to provide training for future committee leadership. The job of the Committee Chairperson will be much more enjoyable once responsible and reliable volunteers are found to take on various duties. It is strongly recommended that the chair take the time at general meetings to acknowledge those volunteers whose help has been valuable. This positive feedback and public recognition of good works is often just the encouragement an active volunteer needs to commit to a longer-term leadership position in the Society in future years.

The Committee Chairperson

The ongoing responsibilities of the Committee Chairperson include:

- Become familiar with the Society and its Constitution and Bylaws as they relate to the committee

- Work with the staff liaison to plan committee meetings as needed to fulfill the duties of the committee. Meetings should include at least one in-person meeting each year, and teleconferences as needed throughout the year
- Develop agenda for each meeting and communicate the agenda to committee members
- Develop strategies for achieving the committee's goals and duties and to make recommendations to the Board of Directors
- Motivate committee members to complete assigned tasks and to fully engage with the Society
- Work with the staff liaison to record accurate minutes from meetings and distribute them to the committee members
- Provide committee reports detailing the committee's activities and accomplishments for three (3) Board meetings annually. Committee reports are generally due a month in advance of the January, May and October board meetings.

Committee chairs will devote approximately 20-40 hours per year on committee activities. Time commitments vary based on the size and scope of the committee and its number of activities. It is recommended that committee members be recruited to assist with the workload.

Committee Chairpersons must be committed to diversity and inclusion regardless of race, ethnicity, gender, religion, age, sexual orientation, nationality, disability, appearance, geographic location, career path, or academic level, to ensure that people from under-represented groups and people new to ACerS are welcome and provided equal volunteer opportunities.