

# COMMITTEE SERVICE FAQs

## COMMITTEE APPOINTMENT FAQs

### WHO MAKES COMMITTEE APPOINTMENTS?

The President-Elect makes the appointments for vacancies occurring in the year of their presidency. The President-Elect is assisted by suggestions from committees, staff, other related groups, and from volunteer preference forms.

### WHEN ARE APPOINTMENTS MADE?

The President-Elect considers appointments throughout late summer into the fall. Appointments are typically finalized in November and terms begin in March at ENDO.

### HOW MANY COMMITTEE VACANCIES ARE THERE TO BE FILLED EACH YEAR?

The number of vacancies varies per year, but typically the number is somewhere around 80 positions. We make every effort to ensure that members who have no previous committee service are appointed annually.

### HOW LONG ARE COMMITTEE TERMS?

Committee terms can vary, but typically they begin after ENDO in March/April. Appointments are at the President-Elect's discretion and can range from 1-3 years in length.

### DO I GET PAID FOR COMMITTEE WORK?

No, but many employers regard this sort of professional activity positively in career evaluation. Committee service allows you to network at a high level with new colleagues and keeps you up to date on what is happening in the Society and the field. It's a great way to add to your resume or CV.

## MEETINGS FAQs

### DO COMMITTEES MEET VIA CONFERENCE CALL OR IN-PERSON?

Our committees frequently use Zoom Videoconference to collaborate throughout the year. Some committees have hosted in-person meetings in the past when business needs require face-to-face interaction, however, the Society will not be hosting in-person meetings until further notice as the safety and wellbeing of our members and staff remains a top priority during the COVID-19 pandemic.

### IS IT NECESSARY/MANDATORY TO ATTEND EVERY COMMITTEE MEETING?

Attendance at all committee meetings is expected. Of course, emergencies and special circumstances sometimes preclude attendance. When such cases arise, please connect with your committee chair or staff representative.

## OPERATIONAL FAQs

### WHAT IS THE TYPICAL TIME COMMITMENT FOR COMMITTEES?

The typical time spent on committee work can vary throughout the year depending on the committee's annual workplan and priorities. However, committee members can expect at a minimum to participate in quarterly videoconferences of at least an hour in length. Prior to COVID-19, in-person meetings were infrequent, but many committees met at ENDO for at least an hour-long meeting. However, ENDO 2021 will be hosted virtually.

### WHAT SUPPORT ARE VOLUNTEERS PROVIDED?

Upon placement, we will work with you to assist with any questions and needs as they arise. Each committee has a staff representative who partners with the Chair to support the strategic direction and operations of the group. New members are welcomed by the President to a new committee member teleconference in January/February to review the Society's organizational priorities and to learn how our committees contribute to the Society's mission. New members will also attend an orientation videoconference hosted by their staff representative and Chair to learn more about their committee and its ongoing work. When travel is deemed safe again by our leadership, committees which require travel and/or reimbursements will be provided access to MacNair Travel Management, a reimbursement form, and hotel reservations.

### ADDITIONAL RESOURCES:

- Overview of Roles and Responsibilities of Staff Representatives, Chairs, and Members