

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 80-90 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 will host in-person meetings when business needs that require face-to-face interaction and prolonged conversation arise.

IS IT NECESSARY/MANDATORY TO ATTEND EVERY COMMITTEE MEETING?

Attendance at all committee meetings—in-person and virtual—is expected. Of course, emergencies and special circumstances sometimes preclude attendance.

WILL I BE REIMBURSED FOR TRAVEL EXPENSES RELATED TO COMMITTEE MEETINGS?

Yes. Those who do meet in person are reimbursed for their travel and hotel expenses to any committee or meetings and will provide per diem for meals if they are not already provided by the Society.

However, for the committee meetings associated with ENDO, the Society will only reimburse hotel expenses for one night and for one day of per diem for committee members who must come to ENDO early to attend a Friday meeting. Transportation expenses and registration for ENDO are NOT reimbursed.

HOW OFTEN DO COMMITTEES MEET IN-PERSON?

The number of in-person meetings vary depending on the committee's charge (some only meet virtually while some meet two times a year). However, the Society tries to host committee meetings in "clusters" to allow for increased networking and collaboration between our many volunteer leaders. As such, most meetings occur in the fall (September/October) and/or in March/April the weekend of ENDO.

WHERE ARE THE COMMITTEE MEETINGS?

Most of our meetings are hosted in or near our headquarters in Washington, D.C., however, many of our committees also meet annually at ENDO.

COMMITTEE SERVICE FAQs (CONTINUED)

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. In-person meetings are infrequent, but many committees do meet at ENDO for at least an hour-long meeting.

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 to a new committee member teleconference the January/February after they accept their appointment to review organizational priorities, will attend an orientation videoconference with their staff representative and Chair to learn more about their committee, and are invited to exclusive volunteer members-only trainings offered by the Society (usually in conjunction with ENDO) to help them develop their leadership skills. 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
- Travel reimbursement form and policy