

SPNHC

Society for Preservation of Natural History Collections

STANDING COMMITTEES

Minor revisions: April 29, 2004

General Information

Policies regarding committees are stated in the general SPNHC Policies section.

Committee chairs are appointed by the SPNHC President following advice and consent from the SPNHC Council, except in those instances where a SPNHC Council member is automatically the chair of a committee. Any SPNHC member may make nominations. Committee chairs are not elected by the membership. There is no fixed term for a chairmanship except for those that go along with a Council office.

Committee chairs are expected to:

- Serve as the principal liaison between Council and committee members. Each Committee Chair is encouraged to recommend to the Council appropriate activities of the Committee and with the approval of Council carry out or supervise such activities.
- Stay informed about the activities outlined to the other Committees to avoid duplication of efforts and to cooperate when appropriate
- Express to Council how information related to the Committee should be disseminated and, with the approval of Council, proceed in accordingly
- Appoint committee members and keep an accurate committee roster copied to the SPNHC President, Secretary and Managing Editor; inform each committee member of his or her obligation to remain a member in good standing of SPNHC. The chair of each committee should contact the Treasurer after the membership due date to confirm the membership standing of all committee members. Committee chairs may remove non-productive or inappropriate committee members, as well as accept resignations from committee members. Notice of such action should be sent to the President, Secretary, and Managing Editor immediately.
- Identify and recognize the Committee members and their respective institutions in all reports; communicate and collaborate regularly with the committee members and Subcommittee Chairperson(s);
- Present a written report of committee activities to the SPNHC Secretary for the Semi-Annual and Annual reports and present an oral report of committee activities at the SPNHC Annual General Meeting. If attendance at the Annual Meeting is not possible, the Chair should appoint another committee member to represent the committee at the meetings of Council and at the Annual General Meeting
- Manage the committee budget and expenditures as appropriate, and work with the Treasurer to ensure accurate accounting of committee expenses and income.
- Plan, distribute the agenda for, and lead the committee meeting at the Annual Meeting. It is expected that all committee chairs will attend the meetings of Council held at the Annual Meeting to present committee reports and proposals for discussion with Council. Committee chairs do

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not have a vote on Council and may not present or second motions unless they happen also to be a member of Council or where the motion represents a recommendation from the committee related to that committee's fundamental charge. For example, the Recognition and Grants Committee forwards the name of a nominee for the SPNHC Award to the President. Under Robert's Rules the Committee's request for approval of the nominee by Council is the equivalent of a motion and second, which the President carries forward to Council for a vote.

Subcommittees

Some Committees are structured with Subcommittees as established by Council. Such Subcommittees have specific functions designed to increase the efficiency of their respective parent Committees.

Each Committee Chairperson may develop, if needed, new short-term Subcommittees on an informal basis. If the Committee Chairperson needs a more formal Subcommittee, a request for Council approval may be submitted. Such a proposal must specify (1) the appropriate number of members, (2) established objectives and plan of action and (3) a brief argument for the granting of the request.

The Subcommittee Chair shall:

- Identify and recognize the Subcommittee members and their respective institutions in all reports;
- Stay informed about the activities outlined to the other Committees to avoid duplication of efforts and to cooperate when required;
- Express to the Committee Chairperson how information related to the Subcommittee should be disseminated so that the Committee Chairperson can report to Council for further action; and
- Submit a typed Subcommittee report to the Committee Chairman not less than 60 days prior to the Annual Meeting of the Society.