

## **Education and Outreach Committee Charter**

*As approved by the SPIE Board of Directors 13 Nov 2020*

### **Purpose**

The Education and Outreach Committee maintains oversight and monitors quality of the education and outreach programs conducted in the name of the Society.

### **Goals and Deliverables:**

Specific responsibilities include, but are not necessarily limited to the following:

1. Provide leadership, vision, and direction for the continued evolution and advancement of the Society's education and outreach programs.
2. Promote and support the Society's education and outreach activities.
3. Provide input on new course trends and formats.
4. Evaluate the Society's education and outreach programs to propose actionable measures to achieve SPIE's strategic goals.
5. Review SPIE Education Outreach Grant applications annually and recommend award winners, including award amounts.

### **Membership**

- The committee consists of a Chair, appointed by the SPIE President-Elect, and approved by the Board (at second Board meeting of year preceding term). Strong preference is given to a Chair candidate who is a current member of the committee and has served at least one year.
- The Chair is asked to serve a three-year term (usually not extended).
- Committee members are appointed by the newly approved Chair and approved by the Board (third Board meeting of year preceding term).
- The Chair selects a group of committee members of diverse technical, national, gender, and ethnicity such that its composition aspires to be in line with the Society's membership composition and goals.
- The members are asked to serve a three-year term with the possibility of renewal.
- Committee members must be current SPIE voting members, able to devote the necessary time to the committee's work and attend committee meetings.

### **Operational Committee**

The Scholarship Committee reports to the Education and Outreach Committee on matters of policy and procedure; the Chair of Scholarship Committee is asked to serve on the Education and Outreach Committee to facilitate communications.

### **Logistics**

The committee meets twice per year, whether in person or virtually. Meetings generally coincide with Photonics West in Q1 and Optics+Photonics in Q3. Additional meetings may be arranged as needed.

The Chair of this committee serves on the Strategic Planning Committee. As a member of the Strategic Planning Committee the Chair may be asked to attend one additional in-person meeting each year.

### **Authority**

The Education and Outreach Committee is a Standing Committee of the Board and shall report and make recommendations directly to the Board.

### **Quorum**

Quorum is established for in-person and virtual meetings by a simple majority of committee members, inclusive of the Chair. Once a quorum is established, a majority of the votes cast is required for the passage of a motion made during in-person and virtual meetings (abstentions and recusals do not count for or against a motion). The Chair may choose or choose not to vote on any motion or may choose to only vote in order to break a tie.

### **Guiding Documents**

SPIE bylaws shall take precedence over the Committee Charter.

Members of the committee agree to:

- Follow *“The Standard Code of Parliamentary Procedure by the American Institute of Parliamentarians (2012 edition)”*
- Abide by the SPIE Code of Conduct, Anti-Harassment, Conflict of Interest and Confidentiality Policies.