

Membership and Communities Committee Charter

As approved by the SPIE Board of Directors 13 Nov 2020

Purpose

The Membership and Communities Committee oversees and guides Society activities that promote the professional careers, and address the needs and interests of, SPIE's individual members and the broader optics and photonics community.

Goals and Deliverables

Responsibilities include, but are not necessarily limited to the following:

1. Provide leadership, vision, and direction for the continued evolution and advancement of SPIE membership and community programs.
2. Regularly review and assess SPIE membership and community goals, dues, benefits, and programs, and recommend changes as appropriate.
3. Recommend new programs and activities that enhance membership, improve engagement, and support the career development of constituents.
4. Identify and evaluate ways to provide recognition and rewards for members and active constituents as a means to encourage society membership and sustained engagement.
5. Identify and evaluate opportunities to improve member retention, including converting Early Career and Student Members to Individual Member status.

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.

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 Membership and Communities Committee serves on the Strategic Planning Committee and attends Board Meetings in the role of Advisor. As a member of the Strategic Planning Committee the Chair may be asked to attend one additional in-person meeting each year.

Operational Committees

- a. Awards Committee
- b. Fellows Committee
- c. Senior Member Committee
- d. Early Career and Student Subcommittee

The Early Career and Student Subcommittee takes its direction from the Membership and Communities Committee. The membership and charter of this subcommittee are the responsibility of the Membership and Communities Committee and does not require Board approval.

The Fellows, Senior Member, and Awards Committees report recommendations directly to the Board, but for matters of policy and procedure they report to the Membership and Communities Committee.

The Chair of each of these operational committees is asked to serve on the Membership and Communities Committee to facilitate communications.

Authority

The Membership and Communities 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.