

## **AIEA Committee Chairs: Important Details**

*AIEA is grateful for its member-leaders who serve as Committee Chairs. As a member-driven organization, committee work is a crucial contribution to the Association and the field of international higher education.*

### **MEMBERS**

AIEA updates the “Leadership” page of the AIEA website with committee members whenever Chairs alert the Secretariat to a change in committee membership. Please do send any changes to the Secretariat ([secretariat@aieworld.org](mailto:secretariat@aieworld.org)). Committee members are also listed in the Conference Program, so Committee Chairs will be asked to confirm committee members in December each year proceeding the conference.

### **COMMITTEE MEMBER APPOINTMENTS**

The AIEA Bylaws indicate that committee members for standing committees should be appointed by the President and serve three-year terms. Generally, committee member terms will end in February at the Annual Conference. Committee member appointments should be staggered to ensure continuity of knowledge within the committee.

The general process for adding committee members is:

- Each fall, AIEA puts out a call for new members to the AIEA member listserv. These calls generally include information about the charge of the committee, the three-year term, and request information such as a CV, statement of interest, or other information as decided by the committee Chair. The chair sends AIEA a brief description/invitation to apply, and confirms what information they would like included on the nomination form. The Secretariat will send out an email to the listserv with all nomination information from each Chair.
- The Chair – with or without guidance from the committee- determines who to appoint for a three-year committee term. Chairs should consult with the Secretariat when making these determinations.
- The Chair sends proposed appointees to the AIEA President for approval. The current AIEA President makes these appointments on the recommendation of the Committee Chair. The appointment can be sent directly by the President with a cc to the Chair and Secretariat, or by the Chair with a cc to the President and Secretariat.

The call for committee nominations take place in the Fall with appointments beginning in February of the following year.

Chairs are requested to send AIEA a committee roster to the Secretariat in December that indicates the name, email address, institution, and years of the term of each member.

Note that all appointments for standing committees should be for three years.

## **CHAIR-ELECT**

In 2022, AIEA approved a new set of bylaws with a modified structure to standing committee chair positions. The fall prior to the last year of a current chair's term, AIEA members will vote on a Chair-Elect for that committee. This is a three-year term with the elected individual serving a first year as a non-board member Chair-Elect, then two years as committee Chair (including service on the AIEA board). The Chair-Elect position is only in place every other year, and the goals are to ensure that committee leadership has deep knowledge of the committee's work, charge, and functionality prior to taking on the role as Chair.

## **VICE-CHAIR**

Standing committee Chairs *may* appoint a Vice-Chair from any of the appointed committee members to share in the volunteer work done to manage and guide each committee. These recommendations should come from the Committee Chair and are made by appointment by AIEA President. Service as a Vice-Chair does not automatically indicate succession to Chair-Elect. AIEA encourages transparency around this process with committee members and inviting interested parties to express interest prior to appointment.

## **COMMITTEE MEETINGS**

AIEA committees are expected to meet virtually (or by phone) at least quarterly, though many committees choose to meet monthly. Chairs are encouraged to convene their committees on a regular basis. AIEA committees meet in-person annually at the AIEA Annual Conference (generally on the Sunday of the conference). An AIEA Secretariat staff member may be present for part of this meeting.

Some committees may also choose to meet in person at NAFSA or other conferences if enough committee members are in attendance.

## **COMMITTEE MEETING SCHEDULING**

Chairs are requested to work with the Secretariat to schedule committee meetings. This process begins with Chairs just need to sending available dates to [secretariat@aieaworld.org](mailto:secretariat@aieaworld.org). Secretariat staff will check these dates against the conference line calendar and ensure a member of the Secretariat staff is available, then send a Doodle poll to Chairs and members. This process is helpful in ensuring that the meeting software is available. This process also ensures that a member of the AIEA Secretariat can be on the call to ensure strong partnership and to provide information or context when needed – as such, it is AIEA policy that a member of the Secretariat is on all committee calls.

AIEA will inform chairs and committee meetings regarding the time/date/location of the in-person meeting at the Annual Conference.

## **COMMITTEE MEETING MINUTES**

Chairs should request that the Vice-Chair or another committee member take notes during the committee meetings. AIEA committees should upload all minutes from meetings as well as other key documentation from committee work to the committee Dropbox folder.

## **COMMITTEE LISTSERVS**

Each standing AIEA committee has a listserv that goes to all committee members and AIEA Secretariat staff. Chairs are requested to use these listservs for all committee correspondence. To confirm the status of your committee's listserv or ensure that they are up-to-date, please email the Secretariat at [secretariat@aiceworld.org](mailto:secretariat@aiceworld.org).

## **COMMITTEE REPORTS:**

Committee Chairs are encouraged to provide committee reports to be included in the materials for each Board meeting. Deadlines will be communicated through the Board listserv and are typically 2-3 weeks prior to each Board meeting.

Committee reports should include a summary of the work of the committee, committee members, and other important information of interest to members, including upcoming plans and projects. They are typically under 300 words.

## **COMMITTEE ACTION PLANS**

In addition to the committee reports, Committee Chairs are asked to provide Committee Action Plans each fall, prior to the Fall Board Meeting. This plan includes the most up-to-date roster information (including term details for each member), goals and objectives for the next calendar year, and an estimated budget for Committee activities. A template is available to use for this plan (please email [secretariat@aiceworld.org](mailto:secretariat@aiceworld.org)).

## **SECRETARIAT**

To communicate with Secretariat staff, simply email [secretariat@aiceworld.org](mailto:secretariat@aiceworld.org). Staff are key partners with AIEA committees. Please do not hesitate to contact them with any questions, concerns, or suggestions. In order to facilitate clear communication, remember to cc [secretariat@aiceworld.org](mailto:secretariat@aiceworld.org) on emails related to AIEA matters.