

## **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@aieaworld.org](mailto:secretariat@aieaworld.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 (passed February 2015) 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.

In regards to timing, 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 September/January that indicates the name, email address, institution, and years of the term of each member.

### **VICE-CHAIRS**

Standing committee Chairs are encouraged to appoint at least one 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.

### **COMMITTEE MEETINGS**

AIEA committees are expected to meet by phone call at least quarterly, though many committees

choose to meet monthly. AIEA committees meet in-person annually at the AIEA Annual Conference (generally on the Monday morning of the conference). Some committees may also choose to meet in person at NAFSA or other conferences if enough committee members are in attendance.

### **COMMITTEE CONFERENCE CALLS:**

Chairs are requested to work with the Secretariat to schedule conference calls. This process begins with Chairs just need to sending available dates to [secretariat@cieaworld.org](mailto:secretariat@cieaworld.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 conference line is available as well as to have staff coverage to help support the calls.

### **COMMITTEE MEETING MINUTES**

Chairs should request that the Vice-Chair or another committee member take notes during the committee meetings. AIEA committees should submit all minutes from meetings to the AIEA Secretariat ([secretariat@cieaworld.org](mailto:secretariat@cieaworld.org)) within one week of the meeting.

### **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@cieaworld.org](mailto:secretariat@cieaworld.org).

### **NEWSLETTER ARTICLES/COMMITTEE REPORTS:**

The AIEA Newsletter is published biannually, and each committee Chair should submit a report of up to 300 words to be included in this publication. This report 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.

Deadlines for submission of these reports are:

- September 15 – Fall Newsletter (will be available in hard-copy form at the Annual Conference)
- April 1 – Spring Newsletter (digital distribution only)

Committee Chairs are also encouraged to provide committee reports to be included in the materials for each Board meeting. Deadlines will be communicated through the Board listserv.

### **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@cieaworld.org](mailto:secretariat@cieaworld.org)).

### **SECRETARIAT**

To communicate with Secretariat staff, simply email [secretariat@cieaworld.org](mailto:secretariat@cieaworld.org). Staff are here to support you in your work as Chair. Please do not hesitate to contact them with any questions, concerns, or suggestions. In order to facilitate clear communication, remember to cc [secretariat@cieaworld.org](mailto:secretariat@cieaworld.org) on emails related to AIEA matters.