

FY26 ASID National Committee Volunteer Roles & Responsibilities

February 2025

Overview

ASID National Committee volunteers are essential to the success of ASID. Volunteers provide their time, skills, and expertise to advance the Society's mission and strategic plan. National Committee volunteer roles include Chair, Chair-Elect, Past Chair, and Member.

National Committee volunteers work collaboratively with their Committee Staff Liaison and National Board Liaison.

All National Committee volunteers are required to:

- Be an ASID member in good standing and maintain membership during time as a National Committee volunteer.
- Complete annual National Committee training (may be available in person or online). Volunteers are required to cover travel, accommodations, and registration for in person events.
- Have a thorough understanding of the National Committee's purpose, connection to Council, and role in implementing the ASID Strategic Plan.
- Stay informed of industry trends that may impact the National Committee's annual work plan.
- Be an active contributor to accomplishing the goals in the annual work plan.
- Reviews applications from the annual call for volunteers for new National Committee volunteers for the following fiscal year.
- Sign all required documents annually including: Commitment and Code of Conduct, Confidentiality and Intellectual Property, and Conflict of Interest.

National Committee Chair

Term = 1 year

- Serves as committee leader supporting governance and operations.
- Acts as point of contact between other committee leaders to collaborate and support each committee's annual workplan.
- Facilitates effective collaboration with ASID Headquarters as the primary point of contact between National Committee and Staff Liaison.

- Leads the development, implementation, and management of the National Committee's annual work plan including goals, metrics, and tactics.
 - The Chair is responsible for submitting the annual work plan proposal to the Staff Liaison for review and approval. If there are changes in scope to the annual work plan, the Chair is responsible for communicating proposed changes to the Staff Liaison.
 - The Chair may also determine volunteer project teams as needed to complete the annual work plan.
 - The Chair may not create an executive committee.
- Manages the schedule of regular, ad hoc, and other committee meetings. Works with Chair-Elect and Staff Liaison to design agendas for committee meetings.
- Authors quarterly Board of Directors reports by requested ASID Headquarters deadlines using ASID-provided templates.
- Facilitates relationship development of committee volunteers. At times, mediating member-to-member conflict resolution. The Chair will escalate any National Committee internal or cross committee conflict to Staff Liaison for resolution.
- Works with Chair-Elect and Staff Liaison to determine skills needed for committee volunteers to source in annual call for volunteers.
- Advises Staff Liaison on annual committee training needs and content.
- Onboards Chair-Elect to prepare for term as Chair.
- Provides recommendations to improve the effectiveness of the National Committee scope and collaboration with other National Committees.
- Becomes Past Chair in the next fiscal year.

National Committee Chair-Elect

Term = 1 year

- Provides essential support to the Chair by offering guidance and assistance as needed. The Chair-Elect supports the functioning of the entire National Committee.
- Contributes to developing meeting agendas with the Chair and Staff Liaison. Prepares and distributes the agenda prior to meeting.
- Manages and maintains accurate records of committee meetings, including capturing minutes and important notes, using resources provided by ASID Headquarters. Maintains a comprehensive archive of meeting minutes for future reference and ensures their accessibility to all relevant stakeholders.
- In the absence of the Chair, steps in and fulfill leadership responsibilities ensuring that all tasks and duties are carried out effectively and efficiently.
- Supports the relationship development of National Committee volunteers.

- Working with Chair and Staff Liaison, determines skills needed for National Committee volunteers to source in annual call for volunteers.
- Advises Staff Liaison on annual National Committee training needs and content.
- Provides recommendations to improve the effectiveness of the committee scope and collaboration with other National Committees.
- Becomes Chair in the next fiscal year.

National Committee Past Chair

Term = 1 year

Note: Past Chair will only be for National Committees that had a Committee Chair in FY25.

- Serves in an advisory and leadership transition role.
- Provides guidance and institutional knowledge to National Committee volunteers.
- Maintains stability, offers continuity, and ensures the long-term success of the National Committee.
- Assists in the development and refinement of annual work plan goals.
- Helps sustain volunteer engagement by fostering relationships with past, current, and prospective National Committee volunteers.
- Supports succession planning by identifying and mentoring future committee leaders.
- Ensures proper documentation of past decisions, initiatives, and lessons learned.

National Committee Member

Term = 3 years

Note: National Committee members will rotate on staggered, 3-year terms. Scope of Members may vary based on the committee's purpose and goals.

- Actively contributes time, skills, and expertise to accomplishing the National Committee's annual work plan.
- Attends National Committee meetings and is prepared to report on progress.
- Supports defined scope within approved annual work plan.