

ICARIS Steering Committee: Role and Organisation

The Steering Committee (SC) ensures the timely organisation of future ICARIS, provide advice on the running of ICARIS and bear ultimate responsibility for the conference.

Members of the SC serve a four year term, after which they are expected to stand down and make way for new SC members. The process for leaving the SC is outlined below. Members of the SC are expected to be active members of the AIS community. Expectations of SC involvement are outlined below.

Members are adopted onto the SC via invitation from the standing SC. The process for appointment is outlined below.

The chair of the SC holds the position for three years, after which another member of the current SC is elected. The process for chair election is outlined below.

The SC maintains a steady number of members. At any one point in time there should be no more than eight (8) members, including the chair.

Process of appointment to the SC

As there is no formal body that looks after ICARIS, public elections are not feasible. Therefore the following process is adopted to elect a one member per year onto the SC:

- 1 Every year each SC member nominates one person from the community to be a potential member of the SC. The same person can be nominated by a number of SC members. An informal discussion between SC members may be undertaken to confirm the committee are happy for these people to be nominated.
- 2 These people are approached by the chair of the SC to see if 1) they are happy to be considered and 2) provide a short CV to the chair of the SC outlining their contribution to the area of AIS and a short 250 word statement as to why they should be considered for membership to the SC
- 3 All SC members read and comment on each application using a form designed by the SC to allow for detailed feedback, reporting to the chair. The chair then convenes a meeting (virtual or physical, depending on practicalities) where discussions for each candidate are made. A vote is then taken as to who to invite onto the SC.
- 4 The chair invites the successful candidate to the SC. Once that person has accepted, other nominees are informed that they have not been successful and provides feedback on their application.

- 5 In the circumstance where there is no suitable candidate, then for that year, it might be appropriate for nobody from the SC to stand down. This should be discussed by the SC at the time.

Process for leaving the SC

SC members are appointed for a four year period. After which they automatically stand down. Given that one person is elected per year, it would be expected that one member of the current SC stands down per year.

There is clearly an issue ramping this process up over the next few years as the current SC is made up of long standing members. The current SC will need to agree between themselves who to stand down over the coming years to make way for new members.

Re-election to the SC after a period of two years is permitted.

Process of appointment of the chair of the SC

Every three years a new election will take place for the position of chair. The incumbent chair will be responsible for the running of the election and transition of responsibilities to the incoming chair. The following process for election is to be adopted:

- 1 In the September (every third year) members of the SC self-nominate to the incumbent chair (nominations are solicited by the incumbent chair).
- 2 In the event of more than one applicant, all applicants are required to submit a 250 word (max) statement as to why they should be considered for the position of chair, and this should be submitted to the incumbent chair.
- 3 By submitting an application to be chair, that SC member is not allowed to vote in the election of chair.
- 4 Statements will be circulated to all SC members who are eligible to vote.
- 5 The chair organises a virtual or physical meeting (depending on practicalities) for the discussion of all applicants (in the case of more than one applicant)
- 6 A vote is taken by all eligible members, organised by the incumbent chair.
- 7 In the event of a tie, then a further meeting is called and a further vote is then taken to resolve the tie.
- 8 The incumbent chair informs the all candidates of the outcome.
- 9 There is a period of one month to allow all hand over of responsibilities to the new chair.
- 10 The previous incumbent either continues to serve on the SC or stands down depending on the appointment cycle for the SC

Expectations of SC member involvement

SC members are expected to:

- 1 Attend ICARIS at least once every two years
- 2 Publish at ICARIS at least every two years
- 3 Engage in discussions about the hosting and running of ICARIS at the appropriate time
- 4 Keep upto date with the research field, so that informed decisions can be made about hosting ICARIS and appropriate guidance given

Jon Timmis
Emma Hart
Stephanie Forrest
Doheon Lee
Peter Bentley
Christian Jacob
Julie Greensmith

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