

SCC Committee/Task Force Member Information & Expectations

SCC acknowledges the tremendous contributions of its committee/task force members in developing the numerous products and services that SCC provides for its members, chapters, and the industry. We thank you for your willingness to serve!



What Is Expected of Committee/Task Force Members?

When an individual accepts a committee/task force appointment, that individual should become familiar with the following expectations:

1. Committee/task force members are expected to disclose potential conflicts of interest, to abide by various SCC policies, and to perform their committee/task force responsibilities so as to promote the best interests of SCC.
2. Committee/task force members should be familiar with the charge and work products of the committee/task force.
3. Committee/task force members are expected to have expertise, current experience, or represent the perspective of a special group, and must be willing to actively contribute to the discussions and work of the committee/task force.
4. Before meetings, committee/task force members are expected to review and be familiar with the agenda and all accompanying materials that will be sent by mail or electronically.
5. Committee/task force members are expected to consistently attend regularly scheduled meetings for the entire duration of the meeting. We understand that you are a volunteer, but your participation is critical. Those who miss 3 or more meetings throughout the year will be asked to re-evaluate their participation and may be asked to step down from the committee/task force.
6. Committee/task force members are expected to make relevant and focused comments during discussions that will facilitate the efficiency of the committee/task force.
7. Committee/task force members are expected to maintain confidentiality, when asked, of the agenda, materials, discussions, work product and work plans of the committee/task force.
8. Committee/task force members are expected to demonstrate flexibility in consensus building discussions and consider the viewpoint of other committee/task force members and other relevant factors. Agree to disagree, but do not be disagreeable.
9. Committee/task force members are expected to volunteer for their fair share of homework assignments between meetings and to meet deadlines. This will require review of documents, acting as a liaison of the committee/task force

to various individuals, timely follow-up as needed via email, phone or video calls, and following up on any requests made during and/or between meetings.

10. All SCC committee/task forces have timetables for their products or projects; it is expected that all committee/task force members will be prompt in their work and will produce their committee/task force work in a timely fashion.
11. Committee/task force members volunteer their time and effort to provide an invaluable service to the Society; if work or personal commitments prevent you from completing assigned tasks or effectively participating, please contact the Chair or Vice-Chair of the committee.

What Can Committee/Task Force Members Anticipate?

Membership on a committee/task force and participation in committee/task force activities and responsibilities is tremendously rewarding but is not "easy." Unquestionably, participation in meetings and tele- or videoconferences requires a commitment of time and attention, and the work necessary between meetings also requires a commitment of time and effort. It is not possible to provide a significant level of detail as to what the exact time commitment may be, due to the variations in individual committee/task force activities. However, some general considerations can be offered.

Meetings: Many committee/task forces meet once a month, typically for 60-90 minutes per meeting; some groups may meet more or less often. Materials will be provided for your review prior to the meeting. Most committee/task force meetings generally take place via teleconference, Zoom or MS Teams; some committee/task force groups may meet in person (e.g., COSA)

Separate Calls or E-Mail Exchanges: It is not uncommon that a specific issue may require attention by some or all committee/task force members to help address a question or resolve an issue; this may require conversations involving some, or all, committee/task force members to help address the issue that cannot wait for a scheduled meeting or teleconference.

Homework: It is challenging to estimate the amount of time required between meetings as this will be variable depending on the committee/task force and the activities or projects being undertaken; you should estimate about 3 +/- hours of time per month, including any time spent in scheduled meetings.