



# POD Network Committee and SIG Chairs' Handbook

June 2022

## Preamble

The POD Network Committee and SIG Chairs handbook was created in Spring 2016 by an ad hoc committee of former and current POD standing committee Chairs in an effort to help standardize and support the important work of the POD Network and Committee and SIG Chairs. Because the POD Network employs distributed leadership as the basis for governance structures and operations, including volunteer Chairs, [standing committees](#) and [SIGs](#) carry out much of the operational and community-building work of the organization. The committee and SIG Chairs are crucial to the well-being of the POD Network organization and membership. The POD Network is composed of different kinds of committees and SIGs, from those who serve constituency or values-oriented groups to those that focus on operational/procedural matters.

Serving as a committee or SIG Chair also means working in accordance with the [guiding values, vision, and mission](#) of the organization. It is a commitment vital to the health and growth of the organization, and the POD Network is grateful for those who serve as Chairs. This handbook provides an overview of general responsibilities, ethical considerations, and expectations of Chairs, as well as resources for reports and other communication tools available to Chairs.

# Table of Contents

<b>General Overview</b>	<b>4</b>
Communications	4
Governance Manual (GM)	4
Presidential Liaison	4
Reports	5
Collaboration	5
<b>Chair Succession and Committee/SIG Structure</b>	<b>5</b>
<b>Reporting to Core and Budget Requests</b>	<b>6</b>
Reports for Core	6
Use of Reports	7
<b>Committee/SIG Meetings</b>	<b>8</b>
<b>Resources for Communication and Getting the Work Done</b>	<b>8</b>
Schedule Events and Deadlines	8
Committee/SIG Communication and Documentation	9
Communication with POD Membership and Beyond	9
<b>Documenting Committee/SIG work</b>	<b>10</b>
Maintain Consistent, Thorough, and Organized Records	10
Privacy and Confidentiality	10
Archives	11
<b>Fostering Volunteer Leadership and Professional Development</b>	<b>11</b>
Recruiting	11
Provide a Personal Touch	11
Mentor	12
Honor and Recognize	12
<b>Ethical Considerations</b>	<b>12</b>
Ethical Guidelines	12
Conflict of Interest	12
Ethical Review Processes	12
<b>APPENDIX For Ethical Considerations</b>	<b>14</b>
Conflict of Interest Example	14

## I. General Overview

As per the [Governance Manual](#), IV.B.2, most Committee and SIG Chairs serve up to three years and are responsible for overseeing and organizing the work of the committee/SIG, including but not limited to the following:

### A. Communications

- Communicate tasks, timelines, and processes to committee/SIG members.
- Maintain the committee/SIG web presence.
- Update the POD Network calendar with annual events and general committee/SIG deadlines, relevant to the POD membership. Committee/SIG Chairs are responsible for keeping the calendar up to date for the committee/SIG.
- Communicate on behalf of the committee/SIG to the Core Committee. A designated Core Representative will represent the committee/SIG at the Core meeting. The Core representative is, or will become, a committee/SIG member.

### B. Governance Manual (GM)

Read the committee/SIG charge as provided in the [Governance Manual](#) and the committee/SIG web page. Reflect on whether it matches current practice. If it doesn't, please reach out to the Chair of the Governance Committee (Past President), for assistance with suggestions, examples from other committees/SIGs, etc. Request the change in the committee/SIG's semi-annual report (see item D in this section) to Core. All changes to the GM are voted on and approved by Core (which has two business meetings annually).

### C. Presidential Liaison

Each committee and SIG is assigned a Presidential Liaison, as shown at on the Committee and SIGS webpages, to assure that the committee/SIG work is aligned with POD's mission and strategic plan. While the Core representative speaks for the committee at the Core meetings, the Presidential Liaison serves as a sounding board for committee/SIG Chairs on issues that span across committees/SIGs, have implications for governance, budget, or the organization as a whole, or the public face of

the organization. Although the Presidential Liaison does not typically attend committee meetings, you can invite the Liaison to attend at appropriate times for particular agenda items with broader implications.

#### D. Reports

Each spring and each fall, each committee/SIG Chair submits a written report to the Core Committee that documents committee/SIG work and the use of its budget. See Section III for more information.

#### E. Collaboration

There will be times when it is appropriate and in the spirit of the POD organization as a whole for Chairs to collaborate with the Executive Director, POD staff, or other committee/SIG Chairs. Reach out to the Core representative and/or Presidential Liaison for guidance, as needed.

## II. Chair Succession and Committee/SIG Structure

As a committee/SIG Chair, one of your responsibilities is to create opportunities for professional development and mentoring future chairpersons. Typically, committee/SIG Chairs and/or Co-Chairs are elected by the committee/SIG, and incoming Chairs (and/or Co-Chairs) rotate into office after the fall conference.

The leadership structure of committees/SIGs varies according to the scope of the committee or SIG:

- In committees/SIGs with a focused charge, individual Chairs generally serve up to three years, spending one year in each of the following roles: incoming, current, and past Chair
- Some of Co-Chairs might serve two to three years

Unexpected Situations: If the Chair cannot complete the term, collaborate with the Co-Chair (if any), experienced committee members, and/or the Presidential Liaison as early as possible, to discern the best action. This is crucial both to the Chair's well-being and that of the POD Network.

Roles and Compensation:

The Core Committee has approved compensation for committee/SIG Chairs for needs-based support for travel to the annual conference and for conference fee in accordance with this [document](#). Contact the [Executive Director](#) to request assistance confidentially.

### III. Reporting to Core and Budget Requests

#### A. Reports for Core

- a. The committee/SIG Chair(s), on behalf of and in consultation with the committee/SIG, must submit a report for the Core Committee generally 4-6 weeks before each Core meeting:

- Fall Core Meeting: November or December
- Spring Core: May or June.

The exact dates vary each year. POD's Executive Director (ED) will notify Chairs via email, with a report template, in sufficient time before the report is due.

- b. Share draft reports with the committee/SIG members and with the Core representative for review, comments, questions, etc. before submitting the final version. This collaboration with the Core representative will enhance the discussion at the Core meeting by providing necessary context, addressing questions that Core may have, and ensuring Core has accurate and sufficient information to cast votes on any requests the committee/SIG may have.
- c. The [current report template](#) is located in the Chairs Google Drive. Download a copy to complete and upload to the Committee/SIG Google drive and send the link to [POD Network Office](#). Or, send the completed document in Word or PDF format as an attachment in an email to the [POD Network office](#). Please do not use previous versions of this document.
- d. Budget Requests
- Committees/SIGs have access to \$100 of annual discretionary funds (no need to request in report) and can access those funds by contacting the [POD Network Executive Director](#).
  - Additional funding may be requested via the committee/SIG's report to Core. Budget requests are *only considered at the spring Core meeting (May or June)*. The request should reflect future plans/actions for the entire upcoming fiscal year (July 1 – June 30) and any on-going expenses. Include evidence of effectiveness of past-funded initiatives.
  - Requests may include funding for projects, events, grants, etc. that allow the committee/SIG to meet its mission and goals.
  - The Core Committee has approved compensation for committee/SIG Chairs for *needs-based support* for travel to the annual conference and for conference fee in accordance with this [Roles and Compensation Practices document](#). Do not include this expense in the committee/SIG's budget request.

Instead, contact the [POD Network Executive Director](#) with your confidential request.

- POD Network does not reimburse travel or conference registration for committee members.
- You also may not request funds for stipends or honorariums unless for a one-time special project. Discuss with the Core representative and/or Presidential liaisons for advice before inclusion in the report.
- Funding requests outside of this timeframe must be approved by both the Finance and Executive committees. Contact your Core representative, Presidential Liaison, or the POD office.
- The Core Committee uses a [rubric](#) to assess your request for approval. Keep these standards in mind as you develop your budget.
- Travel Fellowship: Committees and SIGS that award (or wish to award) funding for POD Network members to attend the POD Conference should:
  - Refer to these opportunities as “travel fellowships” (rather than travel awards or grants).
  - Add acceptance/rejection template letters to the Committee/SIG Chairs Google Team Drive so that others can use it as a resource.
  - Consider requiring attendance at the committee/SIG’s business meeting at the POD Conference in order to recognize recipients
  - Assess the outcomes of the fellowship for including in the subsequent year’s spring budget request for renewal of funding. A sample assessment survey, used by GPPD SIG, is [here](#).

## B. [Use of Reports](#)

The Core Committee reads and reviews the committee/SIG reports before each Core meeting and discusses any proposals, GM changes, or requests. Keep in mind:

- Core members read many committee/SIG reports and materials in preparation for their meeting. Aim to create a summary of your committee’s highlights, work, and requests.
- Your committee/SIG Core representative may be asked to speak on your committee/SIG behalf if Core has questions or concerns, so help them be prepared by discussing and creating your report with them in advance of the meeting.
- For the spring Core meeting, Core members vote on all budget items from all committees/SIGs.

## IV. Committee/SIG Meetings

Typically, committees/SIGs conduct business through one face-to-face meeting at the annual conference and regular online meetings using POD's Zoom platform ([instructions for scheduling meetings](#)). Chairs create, set the agenda for, and run committee meetings, which vary in frequency and form.

- Large committees/SIGs with numerous ongoing projects typically meet monthly or bimonthly as a whole group, and then Co-Chairs or subcommittees meet at other times to plan meetings or develop projects.
- Other committees/SIGs may meet frequently for shorter periods of intense work (for example, when awards selections are being made) and not meet other months of the year, unless a need arises.

Meeting tips and timesavers:

- To save time in scheduling, agree with committee/SIG members to put a hold on a certain time each month and keep it available for whole committees/SIGs, subcommittees, and leadership meetings as needed.
- Create a template that you use for each meeting agenda so that it's predictable and thorough. Include space for new ideas and ideas to keep on the radar. Avoid acronyms unless spelled out first. [Sample template](#).
- Make your email communication and meeting agendas brief. Provide overviews with links to more detail on your committee/SIG Google Team Drive, web pages, etc.
- Limit whole group synchronous meetings to about one hour. Use whole group meetings for debriefing, brainstorming, and discussing/voting on issues that require a "buy in" from the group (e.g., a potential new initiative or committee guidelines).

## V. Resources for Communication and Getting the Work Done

### A. Schedule Events and Deadlines

- The committee/SIG's annual, recurring, and public events (e.g., the conference, AAC&U Educational Development Institute, monthly roundtable, etc.) should be included on the POD Network Google calendar. You can access this calendar via your committee/SIG email address or you can send a request to the [POD Network office](#) to add the information.
- Include generic deadlines, such as grant deadlines and application deadlines. Plan ahead and schedule for future years.
- Committee/SIG Chairs are responsible for keeping the POD calendar up to date with information relevant to committee/SIG work.



## B. Committee/SIG Communication and Documentation

The POD Network provides communication/documentation tools to each committee/SIG:

### 1. Committee/SIG unique email address

This email is used by non-committee/SIG members to reach the committee/SIG Chair. The email settings allow the emails to be sent directly to the Chair's email "personal" or "work" address for easy access and response (that is, eliminating the need to access the account directly). When responding to these emails, use the committee/SIG email address to avoid sharing your personal email and to retain an historical record of the emails and responses.

### 2. Committee/SIG Google group list

This group list is for use by the members of the committee/SIG. Add and remove email addresses of the committee/SIG members to the [Google Group List](#) as new members come on board and other members leave the group. Members of the group automatically have access to the group's Google Team Drive. Gmail email addresses as well as those from other email providers may be a member of the group list.

### 3. Committee/SIG Google Team Drive for documenting the group's work.

Use the committee/SIG Team Drive to store working documents for easy access by the members of the committee/SIG Google Group List.

### 4. Web conferencing for committee/SIG on-line virtual communication (via the POD Zoom account):

[Reserve time](#) on the POD Network Google calendar (using the committee/SIG email address) to ensure that one of the Zoom rooms is available when needed.

NOTE: Each Google Team Drive contains a "\_READ ME FIRST" document with information unique to the committee/SIG – email, group list, team drive, etc.

## C. Communication with POD Membership and Beyond

- The Branding and Style Guidelines assist in the creation of communication using the appropriate POD Network logo and style. The following documents can be found in this [Google folder](#)
  - Chair Guidelines for Creating Branded Material (READ ME first to Create Branded Materials)
  - The Writing Style Guide

- Visual Style Guide
- POD Network logos
- Other branded templates are on the Committee/SIG Chairs Google Team Drive.
- Social Media accounts for the POD Network include Twitter, LinkedIn, YouTube, and Facebook. Committee/SIG Chairs have access to post on the various social media. The [Manager of Digital Marketing and Communications](#) is available to assist as needed.
- Emailing the POD Membership: Contact the [Executive Director](#) for assistance in sending emails to the members of the POD Network. Chairs can also share the committee/SIG news or calls for proposals via the [POD Network discussion group](#).
- Each Committee/SIG has its own web page(s) on the POD Network's website and Chairs have editing privileges.
  - Review the information to ensure it is and remains current, including the name of the Core representative. [Edit the page\(s\)](#) as needed or send the desired additions/revisions to the [POD Network office](#) to update the pages.

## VI. Documenting Committee/SIG work

### A. Maintain Consistent, Thorough, and Organized Records

The Committee/SIG Google Team Drive is the place to store documentation so that it can be easily shared with other committee/SIG members and passed on to new leadership.

- POD's mission statement and strategic plan, and the committee/SIGs alignment to these guiding documents
- Descriptions of roles and responsibilities within the committee
- Records of formal reports to Core
- Meeting notes/minutes, including decisions made
- Documentation on programs offered such as standard descriptions, email notification templates (e.g., grant award notifications)
- Any proposals for POD-sponsored sessions
- Assessment data and reports about the effectiveness of the committee/SIG and its programs
- Evaluation/assessment processes/rubrics
- Membership/contact lists
- An annual workflow document, providing timelines for projects, initiatives and/or deadlines

### B. Privacy and Confidentiality

When documenting the work of the committee/SIG, it is critical to keep privacy and confidentiality in mind, especially around competitive

processes (e.g., submissions for research grants, PDC workshops, travel and internships funding). Efforts should be made to anonymize any documentation that will be passed on from year to year. For example, remove individual names, institution names or other identifying information from applications that were not selected.

### C. Archives

It should be relatively easy and not cumbersome to maintain several years' worth of committee/SIG records. In general, it is good practice to archive at least 3 to 5 years of documentation. If you have specific questions about archiving or expunging a certain record, consult the Presidential Liaison.

## VII. Fostering Volunteer Leadership and Professional Development

Recruit and welcome new committee/SIG members from across the POD membership.

### A. Recruiting

- Create an "invitation to join" attractive brochure to share at in-person gatherings and to make available via the web page. Include the committee/SIG's charge, general meeting timeline and expectations, Chair name and contact information (i.e., the group's email address), and the range of member responsibilities and opportunities (or current needs).
- Hold one or more open committee meetings at the POD Conference or virtually where the focus is more on communication and idea generation than decision making. Invite potential committee members to attend these open meetings to learn more about the charge and opportunities to serve.

### B. Provide a Personal Touch

Reach out to new members on a one-on-one basis prior to the first group meeting.

- Connect them to your Google committee email list and folder.
- Introduce them to the committee's work and tell them which 2-3 documents to read first. Where appropriate, give a glossary of terms and acronyms.
- Introduce them at the first meeting to help build community among the members.

### C. Mentor

Serve as a mentor to your members transitioning into leadership. Offer them responsibilities that are suited to their experience level and/or areas of interest. Members may want fairly structured mentoring but may not be comfortable asking for it. Reach out!

### D. Honor and Recognize

- Communicate well in advance about upcoming responsibilities and deadlines.
- Check in and encourage throughout the tasks, especially complex ones.
- Write recognition letters, copying key individuals, when members move off the committee/SIG or complete major initiatives. You can ask who should be copied at their institutions. Hand-written thank you notes are always welcome. After all, we are all volunteers!

## VIII. Ethical Considerations

### A. Ethical Guidelines

Your work as a Chair should model and be informed by the ethical practices outlined in the POD Network [Ethical Guidelines for Educational Developers](#).

### B. Conflict of Interest

The [Governance Manual](#) explains the POD Network conflict-of-interest policy. Chairs are expected to read it, understand it, and comply with it.

In addition to the general conflict of interest policy, POD committees/SIGs should consider potential situations specific to the committee/SIG work that might pose a conflict of interest for committee members. For example, committee/SIG members may wish to submit proposals for events facilitated by the committee/SIG. A clear process will help the committee/SIG avoid direct conflict of interest within the review and selection process for a given event. A sample, created by the Professional Development Committee (PDC) to help improve transparency related to committee service and POD-sponsored initiatives, is in the Appendix.

### C. Ethical Review Processes

Committees and SIGs involved in reviewing proposals for institutes, events, workshops, grants, etc. should identify processes to avoid bias in the review process. We recommend that committees/SIGs de-identify

proposals through the review process and ensuing discussion. Committee, subcommittee, and SIG Chairs may choose not to reveal the identity of authors until decisions have been made.

## APPENDIX For Ethical Considerations

### Conflict of Interest Example

*The Professional Development Committee (PDC) makes public and transparent the selection criteria and processes for PDC-sponsored events and institutes. It is the position of the PDC that serving on the PDC is an excellent way to learn about what is involved in hosting a successful POD institute or event. To help avoid potential conflicts of interest, we ask that committee members disclose to the Chair of the PDC any interest in hosting a future PDC-coordinated institute or event. This will allow the Chair to arrange subcommittees so that no members who are involved with the active proposals can have any role in the review/selection process or see competing proposals during that application cycle.*

*To further cultivate quality programs and to minimize conflicts of interest, we encourage awarded hosts of PDC-sponsored events or institutes to remain active with the program in one or more of the following ways:*

- *Mentoring the next selected host*
- *Recommending changes to future calls to host*
- *Being a part of an info session for interested hosts (at conference and/or webinar)*
- *Submitting detailed historical records of the event including planning and/or learning materials*
- *Joining the PDC*
- *Other ways as identified by the host*

### Ethical Review Processes

The Diversity Committee uses the following language in their calls for proposals.

#### *New Application Guideline: Anonymous Review Process*

*In the spirit of objectivity and fairness, we ask that you anonymize your application; that is, make sure that neither your name nor that of your institution appear in your application. You will, of course, indicate your name in the email message when submitting the application, but the PDF file of your application materials should be anonymized.*