Governance Manual

Introduction

This *Governance Manual* was first prepared in 1995 in response to the growing needs and complexity of conducting the organizational business of the POD Network. As the scope of activities, programs, committees, and practices have developed or changed, revisions have been made in accord with the policies.

Our bylaws, mission statement, and guidelines exist to guide the officers, Executive Director, the Core Committee, and Chairs of the standing committees in conducting the business of the organization and facilitating its efficient conduct from year to year. These documents are regularly reviewed to assure their accuracy and relevance.

Any member of the POD Network may bring recommendations for changes to this *Governance Manual* forward at any time. They should be submitted to the Past President and will be reviewed by the Governance Committee. If recommended for adoption by the Governance Committee, changes will be considered for final adoption by the Core Committee.

The latest changes to the Governance Manual occurred under the leadership of Cassandra Volpe-Horii as Chair of the Governance Committee but were approved during the June 2020 Core Meeting after the transition in committee leadership to Angela Linse.

Cassandra Volpe-Horii
Past President, 2019-2020
Chair, Governance Committee, 2019-2020

Angela Linse
Past President, 2020-21
Chair, Governance Committee, 2020-2021

Hoag Holmgren
Executive Director

Core Committee Approved Updates:
October 22, 2015
December 29, 2015
March 17, 2016
March 11, 2017
October 26, 2017
March 10, 2018
November 14, 2018
March 22-23, 2019
November 13-14, 2019
June 11-12, 2020

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Section I: Bylaws of the POD Network in Higher Education

Article A: Corporate Name, Principal Office, and Seal

I.A.I. Name of the Corporation

The name of the corporation is the Professional and Organizational Development Network in Higher Education, Inc. (also herein referred to as the POD Network), a self-governing organization incorporated under the laws of the State of Georgia as recorded and filed on July 20, 1998.

I.A.2. Principal Office

The principal office of the POD Network shall be located at such address as the Core Committee may from time to time determine.

I.A.3. Corporation Seal

The corporate seal shall have the name of the POD Network and have inscribed thereon the words, "Corporate Seal, Valdosta, Georgia." The seal may be changed at the pleasure of the Core Committee.

I.A.4. Corporate Purpose

The POD Network is a not-for-profit, tax-exempt corporation organized under the laws of the State of Georgia. The purpose for which the POD Network was organized is to be authorized to engage in any and all lawful activities permitted under the Georgia Nonprofit Corporation Code from time to time. The POD Network is more specifically to be operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or for the prevention of cruelty to children or animals all as permitted under Code § 501 (c)(3). The POD Network shall generally carry out its purpose of support of such permissible activities by offering the following means of support only to qualified entities and/or persons: seminars and written materials to aid professional educators as such programs are allowable under Code § 503(c)(3). Without limiting the generality of the foregoing, it is the mission of the POD Network to foster human development in higher education through faculty, graduate student, instructional, and organizational development. The POD Network believes that people have value, as individuals and as members of groups. The development of students is a fundamental purpose of higher education and requires effective advising, teaching, leadership, and management for its success. Central to the POD Network's philosophy is lifelong, holistic, personal and professional learning growth, and change for the higher education community. The three purposes of the POD Network are:

(a)   To provide support and services for its members through publications, conferences, consulting and networking.
(b)   To offer services and resources to others interested in educational development.
(c)   To fulfill an advocacy role. Here we define advocacy as:

(1) Intentional efforts to have the POD Network be visible and represented at conversations and decisions related to educational development, here defined as "helping colleges and universities function effectively as teaching and learning communities" (Felten, Kalish, Pingree, & Plank, 2007, p. 93). This element of the POD Network's advocacy is most squarely embedded in the charge and duties of the Executive Committee and the External Partnerships and Outreach Committee.

(2) Statements of support, concern, or endorsement of a particular position that proactively or reactively address the organization's mission, one or more of POD Network's values, or significantly impact the work of the vast majority of members.

These purposes are enacted within the current strategic plan (See Section II for the current mission statement and strategic goals.)

I.A.5. Dedication of Assets of Corporation

In the event of the total or partial liquidation or dissolution of the POD Network, the POD Network shall not distribute money or property which is in excess of its debts and liabilities to any individual, corporation or other institution. The POD Network may distribute money or property in partial or total liquidation to another organization which qualifies under Code § 501(c)(3), if such other organization is required to use such funds in a manner in keeping with the purpose of this Corporation and such distribution would not cause the loss of the Code § 501(c)(3) exemption of this Corporation. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes. Notwithstanding anything in these Bylaws or the Articles of Incorporation to the contrary, the POD Network, acting by and through its officers, directors, and members shall not engage in any activity, either in the name of the POD Network or by utilizing any funds or property of the POD Network, which would be in violation of the purpose and/or intent of section 501(c)(3) of the Internal Revenue Code of 1986, as amended to date, and including any subsequent amendments thereto or any successor sections thereof, including, but not exclusively, the following specific prohibitions:

(a) enter into any organization, whether by formation, purchase or contribution or another form of ownership, whose purpose is pecuniary gain or profit; and

(b) cause the POD Network to issue, sell, trade or cause any security (such as shares, participation interests, stocks, bonds, options, warrants or other instrument) for the purpose of transferring any property of this Corporation for pecuniary profit or gain, except that the POD Network may sell, pledge or exchange any of the assets of this Corporation for the sole purpose of acquiring new assets to be used in the furtherance of the purposes of this Corporation or for the payment of operational expenses; and

(c) to distribute money or property to any individual, corporation or other institution in the form of a distribution of profits or dividend, except that the POD Network may

distribute money or property to another organization which qualifies under section 501(c)(3) of the Internal Revenue Code of 1986, as amended to date, and including any subsequent amendments thereto or any successor sections thereof, if such other organization is required to use such funds in a manner keeping with the purpose of this Corporation and such distribution would not cause the loss of the 501(c)(3) exemption of this Corporation, if any, or of the organization receiving the funds; and

(d)   to distribute money or property in partial or total liquidation of this Corporation to any individual, corporation or other institution, except that the POD Network may distribute money or property in partial or total liquidation of this Corporation to another organization which qualifies under section 501(c)(3) of the Internal Revenue Code of 1986, as amended to date, and including any subsequent amendments thereto or any successor sections thereof, if such other organization is required to use such funds in a manner in keeping with the purpose of this Corporation and such distribution would not cause the loss of the 501(c)(3) exemption of this Corporation, if any, or of the organization receiving the funds; and

(e)   to utilize any money, property, facilities, employees or the income of the POD Network to engage in any attempt to influence legislation or participate in any political campaign on behalf of any candidate or political party seeking nomination or election to any public office; and

(f)   to utilize the name of the POD Network, any money, property, facilities, employees, or income of the POD Network to carry on any activity which:

(i)   is not permitted to be carried on by an organization exempt from federal and/or state income taxation or the corresponding provision of any future United States Internal Revenue Law or State of Georgia Revenue Law; or

(ii)   is not permitted to be carried on by an organization to which the contributions are deductible under section 170(c)(2) of the Internal Revenue Code of 1986, as amended to date, and including any subsequent amendments thereto or any successor sections thereof; and

(g)   any other provisions of this instrument notwithstanding, the directors, officers and/or members will not engage in any act of self-dealing as defined in section 4941(d) of the Internal Revenue Code, or corresponding section of any future federal tax code.

I.A.6 Guidelines for Statements on Behalf of the POD Network
In alignment with the definition of advocacy established in Section I.A.4.c, this section outlines guidelines for statements of support, concern, or endorsement of a particular position that are deemed to be necessary by POD leadership because they address the organization's mission, one or more of POD Network's values, or because they are believed to impact significantly the

work of the vast majority of members. As has been historical practice, such statements are developed thoughtfully, and they typically are not distributed frequently. Key principles for the development of future statements of advocacy should include considerations of these questions:

- **What might be the range of sentiment among POD members?** The organization represents multiple constituencies, and indeed, "diverse perspectives" is a core value that stands along "advocacy." As a diverse community, there should be consideration that some issues are part of active public debate in educational development (e.g., the role of student ratings), and an organizational statement may stifle debate. Further, we do not seek to bring about undue division within our own professional community.

- **Does the issue directly affect the organization's mission, values, or the work of the vast majority of members?** An example of this type of major issue includes the 2016 post-U.S. election climate, or, for *POD Speaks*, the role of CTLs in tenure and promotion. POD will focus its advocacy on these issues; while we recognize that many issues are important to members as individuals, POD is foremost a non-profit educational development organization, not a partisan one.

- **The bar for approval of any statement on behalf of the POD Network should be high.** Does it represent a way to truly advocate for our members, to support our colleagues, and to speak on an issue where POD's voice is unique and truly needed?

Statements on behalf of the POD Network should be made according to this process:
(1) The Executive Committee – or individuals or committees/SIGs in communication with the Executive Committee – identifies the need for a statement.
(2) As with other aspects of POD Network leadership processes, the Executive Committee must unanimously recognize the need for a statement. In reviewing the statement, the Executive Committee typically will look to see if and how other higher education associations or institutions have responded. If the group concurs, one or multiple members should draft the statement. Again, all members of the Executive Committee must approve the final draft language.
(3) The statement should be sent out by the Executive Director to the Core Committee. Typically, there is a need for a fast response in statements of advocacy, so the Executive Director may seek approval from all members or may ask a Core member to register significant concerns or amendments within 24 hours. However, 13 Core members must respond (i.e., more than 2/3) to move forward.
(4) The Executive Committee will work with the Core member registering significant concerns to make amendments or to mitigate concerns. However, if a significant concern persists, a two-thirds majority vote will be called for approval.

If approved, the Executive Director should distribute the statement widely among members, which typically includes distribution to the members' list or the discussion group, posting on the POD Network website, and archiving with other statements on the website. The statement should include the POD Network leaders issuing the statement, e.g., Executive and Core

Committee members. If the statement is proposed originally by a committee or SIG, the list of the committee/SIG leadership also should be included.

Individual members and groups of members of the POD Network do not, of course, give up their rights to have and advocate their own political and policy beliefs, and they should feel free to espouse them. However, statements from members or groups should not lead readers to believe that those statements are on behalf of the POD Network unless they have gone through the process described above.

Article B: Core Committee and Executive Committee

I.B.1. Powers
The activities, affairs, and property of the POD Network shall be managed, directed, controlled by, and vested in, a Board of Directors (hereinafter referred to as the Core Committee).

I.B.2. Number of Core Committee Members
The number of Core Committee members shall be no fewer than that required by law and no more than 18 persons, including the President, President-Elect, and Past President. Additionally, the Executive Director is an ex-officio non-voting member of the Core Committee. Core Committee members shall hold office until they resign, are removed, or until their successor has been elected. Core Committee members need not be residents of the State of Georgia, but they must have been members of the POD Network for at least three years prior to their election.

I.B.3. Election of Core Committee Members
Core Committee members are to be elected for three-year terms by a vote of the membership. Elections shall be conducted by paper or electronic ballot. Those candidates receiving the largest number of votes will be declared elected. In the case of a tie or ties, the Executive Committee shall make the choice. Nominations for the position of Core Committee member will be made by self-nomination from the membership of the POD Network. Incumbent members of the Core Committee must sit out at least one year before self-nominating for an additional term. Newly elected Core Committee members take office at the close of the annual spring meeting or by March 31 if there is no spring meeting.

I.B.3.1. Self-Nominations
A call for self-nominations is distributed by the Executive Director or President each fall. After self-nominations have been received, all members will have the opportunity to vote. Those candidates receiving the largest number of votes will be declared elected. In the case of a tie or ties, the Executive Committee shall make the choice among those who are tied. If five or fewer individuals self-nominate in one election cycle, election shall be by acclamation upon approval by the Executive Committee and the Core Committee. The President or Executive Director will notify candidates of the results of the election as soon as possible in writing.

I.B.3.2. Election Oversight

Elections for Core Committee members will be overseen by the Executive Director and Executive Committee. The Executive Director will prepare the call for nominations, the Core Committee will recruit candidates, and recommend changes in election policy and process. The Executive Director will conduct these elections. If any party to this process has a conflict of interest with regard to any matter related to the election process, they should recuse themselves.

I.B.4. Executive Committee

An Executive Committee shall have and exercise the authority of the Core Committee in the intervals between the meetings of that body. The President shall serve as Chair of the Executive Committee. The Executive Committee shall be composed of the President, the Past President, the President-Elect, the Chair of the Finance Committee, and the Executive Director as an ex-officio non-voting member.

I.B.5. Regularly Scheduled Meetings

The Core Committee shall hold an annual meeting at the organization's annual conference, or at some other place and time as the Core Committee shall previously determine, at which time they will handle such business as may properly come before the Core Committee. Attendance at any Core Committee meeting may be face-to-face or may be mediated by technology, as determined and accepted by the Core Committee.

I.B.5.1. Financial Support for Meetings

Upon request, Core Committee members shall receive reimbursement for travel, lodging, and meals not provided by the POD Network for the days on which the Core Committee meets preceding or following the annual conference and for the spring meeting of the Core Committee. The Core Committee, in consultation with the Finance Committee, will earmark designated funds in the operating reserves for this purpose during the annual budgeting process. Candidates for the Core Committee will be informed that full support is available for any Core Committee member whose employing institution does not support their costs, such that institutional finances are not a barrier to service on the Core Committee.

I.B.5.2. Alcoholic Beverages

The POD Network shall not pay for or reimburse Core Committee expenses for alcoholic beverages, nor shall such expenses be paid for any other persons or events sponsored by the organization. The sole exception to this policy is for the President's Reception during the annual conference, for which expenditures must not exceed $750 (not including a fee for bartending service).

I.B.6. Special Meetings

Special meetings of the Core Committee may be called by or at the request of the President or any group of five Core Committee members. Special meetings may be face-to-face or may be mediated by technology, as determined and accepted by the Core Committee.

I.B.7. Place, Form, and Notice of Meetings

The persons authorized to call special meetings of the Core Committee may select any location or format for the special meeting, provided that a written or electronic notice of the special meeting shall be given at least 7 days prior to the date of the meeting to all members of the Core Committee.

I.B.8. Quorum

A simple majority of the members of the Core Committee shall constitute a quorum.

I.B.9. Manner of Acting

The act of a majority of the Core Committee members present at a meeting at which a quorum is present shall be the act of the Core Committee.

I.B.10. Vacancies

Any vacancy in the Core Committee may be filled by a majority vote of the members of the Core Committee. Candidates to fill the vacancy for the duration of term shall be suggested by the members of the Core Committee and the Governance Committee (see Section IV.B.3.2). This action can be taken at a regularly scheduled meeting or by electronic means.

I.B.11. Removal

Core Committee members who miss two regularly scheduled Core Committee meetings must petition the Core Committee in writing before being able to continue as a Core member.

A Core Committee member may be removed from the Core Committee for cause. If such an action is being brought before the Core Committee, the member and the Core Committee (as a whole) shall receive certified written notification of cause at least seven days prior to the meeting during which removal is on the agenda. That meeting may be either a special, face-to-face meeting called expressly for that purpose or a regularly scheduled face-to-face meeting. A 2/3 majority vote of the Core membership is required for removal.

I.B.11.1. Resignation

Should a Core Committee member be unable to complete a term, the Governance Committee, in consultation with the Executive Committee, will determine if a replacement is needed before the next general election. If one is needed, the procedure in Section I.B.10.Vacancies will be used.

I.B.12. Committees and Special Interest Groups (SIGs)

The President or the Core Committee, by resolution adopted by a majority of the Core Committee members in office, may designate and approve one or more committees, each of which shall consist of at least one Core Committee member, acting as a Chair or Core Representative, plus additional persons drawn from the general membership. These committees and SIGs, unless excepted in said resolution, shall be responsible to the Core Committee and shall report to the Presidential Liaison indicated in the Governance Manual

under the portfolios of the President, Past President, and President Elect. Committees shall report semi-annually to the Core Committee and Executive Committee. New SIGs can be formed by petition to the Core Committee.

The Core Committee shall authorize standing and/or ad hoc committees to oversee certain POD functions.

I.B.12.1. Ad Hoc Committees

Ad Hoc Committees can be created by the Core Committee to respond to a specific, short-term charge and report to the President. Unlike standing committees, ad hoc committees disband once their charge is completed.

I.B.12.2. Administrative and Operational Committees

The administrative and operational committees fulfill a range of functions, from providing oversight for key organizational functions to performing research on the organization itself. Each committee shall have a written charge. Committees may be established or dissolved by a majority vote of the Core Committee as appropriate.

Information about the composition and operating procedures of specific committees is included in the Governance Manual Guidelines Section IV.B.2.

I.B.12.3. SIGs

SIGs provide forums for individuals drawn together by a common interest and bring expertise on specific topics to the attention of the broader membership and field, make budget requests, and propose sponsored sessions. Information about the composition and operating procedures of specific SIGS is included in the Governance Manual Guidelines Section IV.B.5. SIGs shall report semi-annually to the Core Committee and Executive Committee.

I.B.12.4. General Responsibilities of Committee and SIG Chairs

Chairs are responsible for overseeing and organizing the work of the group, communicating and consulting with Core and the Executive Committee, submitting semi-annual reports to Core, and carrying out the duties of the chair that are outlined in Section IV.B.2.

I.B.12.5. Selection of Committee Chairs

The Committee chairs shall be elected by the committee or appointed by the President.

Article C: Officers and Executive Director

I.C.1. Number
The officers of the POD Network shall be a President, Past President, and President-Elect and these three officers succeed to the next position at the completion of their one-year terms. The President-Elect is elected by the Core Committee. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Core Committee. An officer may not be re-elected to serve successive terms. Officers must be members of the POD Network and must have served on the Core Committee within the last five years to be eligible for election.

I.C.2. Election and Term of Office
The officers of the POD Network to be elected by the Core Committee shall be elected annually at one of the annual meetings of the Core Committee or by written or electronic ballot. The officers will assume responsibilities of office at the close of the spring Core Committee meeting or March 31st if there is no spring meeting.

Each officer shall hold office through the term of office, i.e., until a successor has been duly appointed or elected or until he/she resigns or shall have been removed from office in the manner hereinafter provided (Section I.C.3). In circumstances such as a vacancy in any office because of death, resignation, removal, disqualification or otherwise, the Core Committee can extend by majority vote the term of an existing Executive Committee member through the unexpired portion. This action can be taken at a regularly scheduled meeting, by mail ballot, or by electronic means.

I.C.3. Removal of Officers
Any officer or agent elected or appointed may be removed by the 2/3 majority vote of the Core Committee whenever in their judgment the best interests of the POD Network will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Appointment of an officer or agent shall not itself create contract rights.

I.C.4. Vacancies
Any vacancy in the Executive Committee may be filled according to defined election processes for President or Finance Chair, by a majority vote of the members of the Core Committee. Candidates to fill the vacancy for the duration of term shall be suggested by the Governance Committee. This action can be taken at a regularly scheduled meeting or by electronic means.

I.C.5. Executive Director
The Core Committee shall hire the Executive Director. The Executive Director is responsible for those duties written and approved by the Core Committee. The title of Executive Director refers to the role and functions associated with the position. The duties and responsibilities of the Executive Director may be shared by two or more individuals; in this situation, one person will be designated as having primary responsibility.

The Executive Director shall serve as an ex-officio non-voting member of the Core Committee,

the Executive Committee, the Finance Committee, and the External Partnerships and Outreach Committee. The Executive Director shall be paid by the POD Network and shall report to the President. An annual evaluation of the Executive Director's performance shall be carried out by the President, in collaboration with the Past President, the President-Elect, and the Core Committee. Increases in salary and/or benefits will be considered annually by the Core Committee in collaboration with the Finance Committee.

Article D: Members

I.D.1. Membership and Classes of Members
Any person interested in the purposes and objectives of the organization may become a member upon payment of dues as provided for in Section I.D.2. in these Bylaws. The classes of membership shall be determined by the Core Committee to best attain the objectives of the organization. The criteria for membership will be any person interested in furthering the purposes for which the POD Network was formed, regardless of race, color, national origin, ancestry, ethnicity, culture, religion or creed, sex, disability, age, sexual orientation, mental health, military status, gender identity and expression, or any other unlawful criterion or circumstance. Nothing contained herein to the contrary withstanding, no member will gain any legal, equitable or proprietary rights whatsoever to any of the assets of the POD Network. Occasionally with the approval of the Core Committee, the POD Network finds it necessary to pay POD members to do special projects on behalf of the organization; paying for this work does not contravene this bylaw.

I.D.2. Annual Dues
The amount of the dues per year shall be based upon a recommendation by the Membership Committee, the Finance Committee, and/or the Executive Committee. It will be established by a simple majority vote of the Core Committee.

I.D.3. Membership Year
The membership year shall be as determined by the Core Committee.

I.D.4. Member Benefits
The Core Committee may designate the benefits of membership, including subscriptions to such publications as may be determined by the Core Committee. The Core Committee shall publish information on types of membership, attendant privileges, dues, and publications.

I.D.5. Members' Meeting
Provision shall be made for an open meeting to be held at each annual conference to share highlights and information with the membership or to review matters of policy and program priorities of the POD Network.

I.D.6. Voting of Members
All members shall be able to vote electronically on all matters presented to the members by the Core Committee. A quorum shall consist of 10% of the total membership.

I.D.7. Voting for Core Committee Members
All members shall be eligible to vote in the election of Core Committee members. Voting by paper or electronic ballot shall be allowed.

Article E: Fiscal Year

The fiscal year of the POD Network shall be as determined by the Core Committee, as detailed in Article IV.E. of the Guidelines.

Article F: Waiver of Notice

Whenever any notice is required to be given to any Core Committee member of the POD Network under the provisions of these Bylaws or under provisions of the Articles of Incorporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Article G: Loans

No personal loans shall be made by the POD Network to its directors or officers. The directors of a corporation who vote for or assent to the making of a loan to a director or officer of the POD Network, and any officer or officers participating in the making of such a loan, shall be jointly and personally liable to the POD Network for the amount of such loan until the repayment thereof.

Article H: Miscellaneous

I.H.1. Appointment of Agents
The President shall be authorized and empowered in the name and as the act and deed of the POD Network to:
- name and appoint general and special agents, representatives, and attorneys to represent the POD Network in the United States or any foreign country or countries, and
- name and appoint attorneys and proxies to vote any shares of stock in any other Corporation at any time owned or held of record by the POD Network, and
- prescribe limits, and define the powers and duties of such agents, representatives, attorneys, and proxies and make substitutions, revocation, or cancellation in whole or in part of any power or authority conferred on any such agents, representatives, attorneys, and proxies, and
- make substitutions, revocation, or cancellation in whole or in part of any power or authority conferred on any such agents, representatives, attorneys, or proxies.

All Powers of Attorney or instruments under which such agents, representatives, attorneys, or proxies shall be so named and appointed shall be signed and executed by the Executive Director or, at the Executive Director's discretion, the President, and the corporate seal shall be affixed thereto. Any substitution, revocation or cancellation shall be signed in like manner, provided always that any agent, representative, attorney, or proxy when so authorized by instrument appointing them may substitute or delegate their powers in whole or in part and revoke and cancel such substitution or delegation. No special authorization by the Core Committee shall be necessary in connection with the foregoing, but this Bylaw shall be deemed to constitute full and complete authority to the officers above designated to do all the acts and things as they deem necessary or incidental thereto or in connection therewith.

I.H.2. Indemnification

The POD Network shall indemnify its directors and officers as follows:

(a)   Under the circumstances prescribed in paragraph (c) and (d) of this section, The POD Network shall indemnify and hold harmless any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than by action by or in the right of the POD Network) by reason of the fact that this person is or was a director, officer, employee or agent of the POD Network or is or was serving at the request of the POD Network as a director, officer, employee or agent of another Corporation, partnership, joint venture, trust or another enterprise against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually or reasonably incurred by him/her in connection with such action, suit or proceedings, if this person acted in a manner they reasonably believed to be in or not opposed to the best interest of the POD Network and, with respect to any criminal action or proceeding, they had no reasonable cause to believe their conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon the plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in a manner which they reasonably believed to be in or not opposed to the best interest of the POD Network, and with respect to any criminal action or proceeding, had reasonable cause to believe their conduct was unlawful.

(b)   Under the circumstances provided in paragraph (c) and (d) of this section, the POD Network shall indemnify and hold harmless any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the POD Network to procure a judgment in its favor by reason of the fact he/she is or was a director, officer, employee or agent of the POD Network, or is or was serving at the request of the POD Network, partnership, joint venture, trust or another enterprise, against expenses (including attorney's fees) actually and reasonable incurred by him/her in connection with the defense or settlement of such action or suit, if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the POD Network, except that

no eminent indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his duty to the POD Network unless and only to the extent to the Court in which such action or suit was brought shall determine upon application that, despite the adjudication liability but in view of all the circumstances of the case, such a person is fairly and reasonably entitled to indemnity for such expenses which the Court shall deem proper.

(c)   To the extent that a director, officer, employee or agent of a corporation has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in paragraphs (a) and (b) of this section or in defense of any claim, issue or matter therein, he/she shall be indemnified against expenses (including attorney's fees) actually and reasonably incurred by him/her in connection therewith.

(d)   Except as provided in paragraph (c) of this section and except as may be ordered by a Court, any indemnification under paragraphs (a) and (b) of this section shall be made by the POD Network only as authorized in the specific case upon a determination that indemnification of the director, officer, employee or agent is proper in the circumstances because he/she has met the applicable standard of conduct set forth in paragraphs (a) and (b). Such determination shall be made (1) by the Core Committee by a majority vote of the quorum consisting of directors who were not parties to such action, suit or proceeding, or (2) if such a quorum is not obtainable, or, even if obtainable, if a quorum of disinterested directors so directs, by the POD Network in a written opinion, or (3) by the affirmative vote of a majority of the shares entitled to vote thereon.

(e)   Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the POD Network in advance of the final disposition of such action, suit or proceeding as authorized by the Core Committee in the specific case upon receipt of an undertaking by or on behalf of the director, officer, employee or agent to repay such amount unless it shall ultimately be determined that he/she is entitled to be indemnified by the POD Network as authorized in this section.

(f)   The indemnification provided by this section shall not be deemed exclusive of any other rights, in respect of indemnification or otherwise, to which those seeking indemnification may be entitled under any Bylaw or Resolution approved by the affirmative vote of the holders of a majority of shares entitled to vote thereon taken at a meeting the notice of which specified that such Bylaw or Resolution would be placed before the Members of the POD Network, both as to action by the director, officer, employee or agent and shall inure to the benefit of the heirs, executors, and administrators of such a person.

g)   The POD Network may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the POD Network or is or was

serving at the request of the POD Network as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against him/her and incurred by him/her in any such capacity, or arising out of his/her status as such, whether or not the POD Network would have the power to indemnify him/her against such liability under the provisions of this section.

(h)   If any expenses or other amounts are paid by way of indemnification, otherwise than by court order or by an insurance carrier pursuant to insurance maintained by the POD Network, the POD Network shall, not later than the next meeting of the Members of the POD Network, unless such meeting is held within three (3) months from the date of such a payment and, in any event, within fifteen (15) months from the date of such payment, send by first class mail to its members of the POD Network of record at the time entitled to vote for the election of directors, a statement specifying the persons paid, the amounts paid, and the nature and status at the time of such payment of the litigation or threatened litigation.

I.H.3. Limitations on Salaries and Benefits

The POD Network is empowered to employ attorneys, real estate brokers, accountants, and other agents and employees, if such employment is deemed necessary for the purpose of the POD Network and to pay reasonable fees that are ordinarily paid such independent contractors and agents and salaries, wages, together with other fringe benefits or other forms of compensation (housing, transportation and other allowances) paid to or provided to the POD Network's employees, Officers and/or Directors as does not exceed a value which is reasonable and commensurate with the duties and working hours associated with such employment and with the compensation ordinarily paid persons with similar positions or duties.

I.H.4. Strategic Planning

A strategic planning exercise will take place at least every seven years. At this time, the current Strategic Plan will be assessed and evaluated. Following this assessment, the mission statement of the organization will be re-evaluated, and a new Strategic Plan will be developed. Periodic assessment of progress on strategic plan initiatives is encouraged.

I.H.5. External Partnerships

POD embraces and advances appropriate partnerships with other organizations or companies whose work supports the field of educational development within higher education.

POD partnerships may take several forms: short-term, often *project-based collaborations*; longer-term *professional affiliations* with other academic organizations, or reciprocal *contractual relationships* with businesses or corporate entities.

One of POD's core values is distributed leadership, so those seeking to develop partnerships with POD should work within the existing POD committee structure. If it should be unclear under which committee a potential partnership may fall, the Executive Director may be consulted to determine appropriate committee ownership. In the event that the partnership is initiated from an external entity, the Executive Director may serve as the point of first contact

to direct to the appropriate committee for further consideration.

Proposals for partnerships in all forms should be considered by the External Partnerships and Outreach Committee. POD partnerships recommended by Core may require formal execution by the Executive Committee.

All potential partnerships will be considered using the following criteria:
- Partnerships should align with and support the mission, values, goals, and long-term sustainability of the POD Network;
- Partnerships should demonstrate a potential positive impact on the POD Network, POD Network membership and/or the field of educational development;
- Partnerships should reflect the ethical guidelines consistent with our practice, including respect for the confidential nature of our work.

Additionally, the following criteria should be considered for most partnerships but there may be conditions where they do not apply:
- Partnerships should be based on the principles of reciprocity and mutual benefit;
- Partnerships should be public and transparent to all stakeholders.

Approved partnerships will require a formal, written exchange of terms, conditions, renewal options, respective responsibilities, financial agreements, stakeholders, maintenance, or other related items before taking effect. The Executive Committee will oversee this step of the process.
To accommodate POD's distributed and rotating leadership models, it is strongly recommended that agreements specify not just the names of individual stakeholders at the time of the agreement, but also organizational or role-based stakeholders, e.g., an agreement not just with a specific person, but with the editor of *To Improve the Academy*.

These guidelines and principles will be made available to the public and the POD Network membership through publication on the POD website. Any changes to these policies and procedures will be announced to the membership.

Article I: Amendments

The Bylaws of the POD Network may be altered, amended, or repealed, and new Bylaws may be adopted by the Core Committee of the POD Network at any annual or special meeting of the Core Committee, provided that two-thirds (2/3) of the members of the Core Committee present and voting ratify the proposed changes. The above notwithstanding, the Bylaws of the POD Network may not be amended in any manner which makes the provisions thereof in contradiction to or in violation of I.A.4 (Corporate Purpose) and I.A.5 (Dedication of Assets of Corporation).

Approved and ratified the 21st day of August 1998.
Amended, October 14, 1998.

Amended, March 10, 2018

Section II: Vision, Mission, Values, and Strategic Plan
Reviewed and approved by the Core Committee, October 2018.

II.1. Vision

The POD Network envisions that all post-secondary institutions value, support, and reward the work of their educators, scholars, and leaders, with an emphasis on teaching as a core scholarly activity, informed by research and reflection, and resulting in success for all students.

II.2. Mission

The POD Network exists to provide professional development and a community of practice for scholars and practitioners of educational development, and to serve as a leading voice on matters related to teaching and learning in higher education.

II.3. Values

The work and decisions of the POD Network are informed by its commitments to:

- Collaboration: The POD Network strives to be collaborative and collegial, with distributed leadership as the basis for governance structures and operations. Sharing resources and expertise are hallmarks of member interactions.
- Equity: The POD Network strives to be transparent and inclusive, with ongoing efforts to promote equitable access and involvement, eliminate systemic inequities that result from biases, and support members in advancing social justice. The organization is strengthened by and committed to expanding diversity among and on behalf of members.
- Evidence: The POD Network strives to ground practices and decisions in evidence, adapt and reuse proven methods, and innovate to improve upon prior work. Diverse forms of evidence, a variety of inquiry methods, and a basis in theory are recognized as valuable and essential.

II.4. Strategic Plan

The current Strategic Plan (2018-2023), adopted by the Core Committee in October 2018, further the POD Network's strategic priorities and goals, as well as associated actions and implementation. Priorities and goals are outlined briefly here:

Strategic priorities, enacted across all strategic goals:

- Diversity and Inclusion
- Evidence-based Practice

Strategic goals:

- ENHANCE MEMBER BENEFITS: Improve opportunities and resources for POD Network Members. Provide more useful and timely services—in person, online, and throughout the year—to advance member networks and efforts in the field of educational development.
- ELEVATE EDUCATIONAL DEVELOPMENT: Raise the profile of the POD Network's standing, authority, and leadership as a voice on educational development. Proactively contribute to the recognition and advancement of the field of educational development.
- BUILD ORGANIZATIONAL CAPACITY: Update and expand the POD Network's organizational capacity to better meet its goals to enhance member benefits and elevate the field, and to support enactment of diversity and inclusion initiatives and evidence-based practices.

Section III. Guidelines

This section of the Governance Manual describes policies adopted by the Core Committee and other standing committees and special interest groups in order to implement the Bylaws and to carry out the work of the organization. Procedures may be changed as needed, as long as they remain consistent with the Bylaws. The organization of the Guidelines should reflect the organization of the Bylaws.

Article A: General Policies

III.A.1. Anti-harassment/Non-discrimination policy and procedures

III.A.1.1 Anti-harassment/Non-discrimination policy

The POD Network is committed to creating and maintaining a safe, professional environment free of discrimination and harassment. The POD Network expressly discourages and, where possible, prohibits its employees, contract workers, volunteers, and members from engaging in discrimination or harassment based on race, color, national origin, ancestry, ethnicity, culture, religion or creed, sex, disability, age, sexual orientation, mental health, military status, gender identity and expression, or any other unlawful criterion or circumstance.

This policy applies at all POD Network hosted or sponsored events or forums, whether online or in person; online could include discussion groups, email, texts, instant messages, or communications via new media of any kind.

All POD Network members are responsible for complying with this policy. Members at every level of the organization will receive a link to this policy when joining and upon annual membership renewal. Conference attendees will also receive a link to the policy.

The POD Network strictly prohibits verbal, physical, or visual conduct that shows an aversion or hostility towards an individual based on the above characteristics, and that has the purpose or the effect of:
- Creating an intimidating, hostile, or offensive environment;
- Unreasonably interfering with an individual's performance or ability to carry out a task;
- Adversely affecting an individual's employment or volunteer status within the POD Network; or
- Causing a fellow member of the POD Network to rescind membership or consider rescinding membership.

The following list, while not exhaustive, includes examples of unacceptable behavior: slurs, jokes, threats, or derogatory comments relating to the characteristics noted above. Examples of inappropriate physical harassment that violate this policy include, but are not limited, to assault, unwanted touching, or impeding or blocking movement. Similarly, the display or

circulation of derogatory or demeaning posters, cards, cartoons, emails, texts, videos, and graffiti which relate to characteristics noted above violate this policy.

In addition, sexual harassment, unwelcome sexual advances, request for sexual favors, and conduct of a sexual nature is expressly prohibited under this policy. Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. Sexual harassment is defined under the Equal Employment Opportunity Commission Guidelines as verbal, visual, or physical conduct of a sexual nature where: (i) there is an attempt, either implicit or explicit, to make submission to such conduct a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment-related decisions; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

III.A.1.2 Anti-harassment/Non-discrimination procedures

POD Network members who experience or witness incidents of harassment are strongly encouraged to report the incident to the Executive Director, or any member of the Executive Committee (President, Past President, President Elect, or Finance Committee Chair) to ensure that our events and forums are inclusive and free of harassment. If POD members witness harassment at events or in forums not sponsored or co-sponsored by the POD Network, the member should follow the host organization policy.

The POD Network strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Normally, reporting and response will follow the procedure outlined below**.** The availability of this process does not preclude individuals who are subject to harassing conduct from promptly advising the offender that the behavior is unwelcome and requesting that it be discontinued.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly by the Executive Committee. Confidentiality will be maintained throughout the investigation to the extent possible consistent with an adequate investigation and response.

Should you have any questions regarding the above stated policy, please contact any member of the Executive Committee (Executive Director, President, Past President, President Elect, Finance Committee Chair).

1. Reporting Acts of Harassment or Discrimination
   a) The POD Network affirms that a variety of individuals may report an act of discrimination or harassment, including:
      - Subject/Recipient/Survivor
      - Program or Session Facilitator

- Witness/Bystander

b)   Initial complaints should be communicated to any member of the Executive Committee, or if none of these individuals are present, to the presenters or facilitators who represent the POD Network at sponsored events (e.g., Organizational Development Institute, Institute for New Educational Developers). The POD Executive Committee includes:

- Executive Director
- Presidents (current, past, elect)
- Finance Committee Chair

2.   POD Network Response to Report

a)   Responsibility. The Executive Committee is responsible for responding to the complaint in accordance with the authority delegated to this committee in the POD Network bylaws. Decisions will be guided by POD Network values and the [Ethical Guidelines for Educational Developers](#).

b)   Process. Upon receipt of a complaint, the following steps will normally be taken:

- The Executive Director or President will convene (in person or virtually) at least three members of the Executive Committee to investigate the incident, including factors not limited to impact, degree, frequency, and intentionality. If the incident involves one of these individuals, the other has the authority to move to the next step on their own.
- Communicate with the subject/recipient of the harassment or discrimination about the report.
    - Identify policy & process (this document)
    - Describe POD Network's proposed response (see options below)
    - Honor recipient request to not respond, if possible
    - If the response is not immediate, the recipient or bystander will be informed within one month of the POD Network's response
- Determine the response, which may include one or more of the following:
    i)   Contact law enforcement (if danger is imminent and/or laws might have been broken)
    ii)   Immediate dismissal or removal from the event or forum
    iii)   Temporary or permanent expulsion from POD membership and/or events
    iv)   Restorative justice[*] (If the decision is for a restorative justice process, the Executive Committee will submit an off-cycle budget request to contract with a trained facilitator, preferably from outside the POD Network to ensure neutrality)
    v)   Warning and/or discussion with the offender
    vi)   Study, reflection, and offender apology
- Contact, inform, and collect information from the accused offender as soon as possible, preferably within 24 hours of the complaint.
- Create a written record of the incident in order to be able to identify and address patterns.

3. Debrief
   The Executive Committee will debrief any incident(s) at then next Core meeting and adjust this process as appropriate.

III.A.2. Ethical Practice

III.A.2.1 Professional and Ethical Practice

All POD Network members' professional practice in their own institutions is guided by the Ethical Guidelines for Educational Developers. Similarly, all POD Network members are expected to adhere to high ethical standards in their interactions with one another, in their participation in POD Network and POD-sponsored events, and in any roles in which they serve as representatives of the POD Network as an organization.

Collegiality is especially important when attending colleagues' sessions at POD-sponsored events (e.g., Institute for New Educational Developers, Organizational Development Institute, POD Network annual conference). Many POD members will have something to contribute because we all do similar work, and all should feel free to participate in sessions being facilitated by other POD members on behalf of the POD Network. When contributing, however, members should remember they are participants, not facilitators, of the session and should not dominate or in any way undermine the expertise of the presenter(s).

III.A.2.2 Conflict of Interest Policy

When representing the POD Network as an organization, all POD members (including officers, members of the Core Committee, all staff, and all committee/SIG members) have the obligation to make and implement decisions to further the purpose of the POD Network rather than personal gain. The Executive Director, any POD employee, or any POD officer shall report to the Executive Committee offers of gifts or remuneration above $25 value made in the context of POD Network business.

If POD members are involved in transactions on behalf of the POD Network that involve them, their close associates or family, or the organizations to which they or their family or associates belong, financially or personally, they should disclose, at the beginning of the transaction, the precise nature of their involvement. They should also disclose continuously any associations that could give rise to a future conflict of interest or an appearance of conflict of interest.

Disclosures should be made in writing or by electronic mail to the relevant committee/SIG (if the conflict is connected to committee/SIG work) or to the POD Network Executive Committee. Requests for review in cases where a member is uncertain whether a conflict exists should also be directed to the relevant committee/SIG or to the Executive Committee. The committee/SIG or Executive Committee shall decide whether a conflict of interest exists and, if so, recommend that the person involved not be present during

consideration of the matter with which there is a potential conflict.

All individuals representing the POD Network in an organizational capacity (e.g., interacting with vendors on behalf of POD; facilitating POD-sponsored sessions at the POD annual conference or at partner organization events, such as the AAC&U; undertaking formal partnerships on behalf of POD with external entities, both non-profit and for-profit) shall keep their activities representing the POD Network clearly separate and distinct from promoting the sale of their own products and services and/or other activities that would lead to their own personal or financial gain.

Individual POD Network members engaged in work on behalf of and/or chosen by POD committees/SIGs also are expected to adhere to any relevant Conflict of Interest Policy for the Committees/SIGs involved (see III.A.2.3 and the relevant committee/SIG section).

This conflict of interest policy shall be distributed by the Executive Director to Core committee members two times yearly in preparation materials for Spring and Fall Core Meetings, with attention called to the policy as part of the preparatory work. This policy shall be distributed by the Executive Director to all other Committee and SIG chairs once yearly.

III.A.2.3. Conflict of Interest Policies for POD Committees and SIGs

Several POD standing committees manage calls for proposals (CFPs) for members to receive grants, awards, or internships; to be presenters/hosts for POD-sponsored events and institutes; to represent the POD Network at regional, national, or international events (e.g., POD-sponsored AAC&U sessions); or to review artifacts for publication. In accordance with the POD Network's values of inclusion, evidence-based practices, and ethical practices, committees/SIGs that manage CFPs must make public and transparent the selection criteria and processes for these opportunities.

POD recognizes that those who serve on committees/SIGs are likely to have a deep interest in the mission of that committee/SIG and recognizes that serving on a committee/SIG is an excellent way to learn about its programming in more depth. To help avoid potential conflicts of interest, we ask that committee/SIG members disclose to the chair of committees/SIGs on which they serve any interest in submitting proposals or nominations for awards. This will allow the chair to arrange subcommittees in accordance with the general Governance Manual (GM) or committee-specific policies outlining conflicts of interest, so that any potential conflict is avoided during that application cycle.

As the POD Network Ethical Guidelines for Educational Developers make clear, conflicts will arise based on our multiple responsibilities and roles. This is true both within our own institutions and within the POD Network, particularly when individuals are involved in committee/SIG work. To encourage ethical practice within our professional network, then,

the following principles should guide practice.

When POD Network members are selected by committees/SIGs to represent the organization (either at an event or as part of an external partnership), those members should keep their work on behalf of the POD Network, a non-profit organization, clearly separate and distinct from personal merchandise/services marketing, for profit. Though appropriate for presenters to share their research or experience, it is inappropriate for these individuals to promote the sale of their own products (e.g., books, webinars) or services (e.g., paid consulting) during POD-sponsored sessions. This includes but is not limited to individuals serving as faculty and/or hosts of the Institute for New Educational Developers (INED), facilitating the Organizational Development Institute (ODI) or other AAC&U-associated sessions, facilitating the anchor session at the annual POD conference, leading POD-sponsored or committee-sponsored sessions at the annual POD conference, and/or representing the POD Network in external partnership agreements.

In the case of POD Network grants and awards, members of the selection committees should recuse themselves from the process when applications and proposals are submitted from their home institutions or when they feel they have other significant potential conflicts of interest.

Individual committees may also create their own Conflict of Interest Statements with more specific recommendations.

III.A.3. Policy on the Selection of Locations for In-person POD Network Events

III.A.3.1. General principles of location selection

In alignment with POD Network values (Section II) and non-discrimination policies (Section III.A.1), locations and sites for in-person POD Network events are to be selected such that the location itself does not systematically preclude participation by members because of characteristics and circumstances identified in the aforementioned POD Network policies, or otherwise protected by law, except as noted in III.A.#.3 "Exclusions."

III.A.3.2. State-to-state travel funding prohibitions related to discriminatory laws

In cases where (1) US states have prohibited the use of public funds for travel to other US states in order to protest laws and (2) those laws run counter to POD Network values and/or non-discrimination policies, the POD Network will make reasonable efforts to avoid hosting in-person events in the prohibited states. The POD Network will keep a list of prohibiting states on its website; conduct a web search and update its list of such locations annually; and encourage members whose states pass such regulations or restrictions to inform the POD Network by emailing podoffice@podnetwork.org. POD Network members will not be held accountable for their state's laws, even if discriminatory, and will not themselves be prohibited from participating in or proposing to lead or co-lead POD Network events hosted in other states.

III.A.3.3. Exclusions

The POD Network shall not take action under this policy that would risk the financial standing or reputation of the organization, and in all cases will strive to balance the upholding of POD Network values and policies with the inevitably complex and unpredictable factors involved in selecting locations for in-person events. Likewise, the POD Network recognizes that it may not have control of location selection in cases of collaboration with external organizations, as well as other circumstances, natural events, disasters, and other unexpected developments that may impact location selection and that are beyond the control of the POD Network.

III.A.4. POD Network Style Guides

The POD Network adheres to a [Visual Style Guide](#) and a [Writing Style Guide](#). Using consistent language and a visual style to refer to the POD Network and what we do creates consistency of voice, optimizes electronic searches, and contributes to better recognition of our organization.

Section IV. Leadership and Operations

This section of the Governance Manual describes organizational structure and duties adopted by the Core Committee and other standing committees and special interest groups in order to implement the Bylaws and to carry out the work of the organization. Procedures may be changed as needed, as long as they remain consistent with the Bylaws. The organization of the Guidelines should reflect the organization of the Bylaws.

Article A. Core Committee and Executive Committee Members

IV.A. Duties and Expectations

IV.A. 1.1. General Duties and Expectations of Core Committee Members

The general duties and expectations of all Core and Executive Committee Members:
- Be guided by the mission, purpose and values of the POD Network.
- Read the Governance Manual thoroughly and be aware of roles and responsibilities.
- Attend spring and fall Core meetings and stay the entire time unless prevented by extraordinary circumstances.
- Contribute to any discussion either electronically or in person requiring consensus, and vote on all measures submitted for a vote either electronically or in person.
- Authorize budgets in ways that are the most fiscally responsible to the POD Network.
- When communicating one's individual service to the POD Network in professional materials such as curricula vitae, signatures, biographies/biographical sketches, social media profiles, by-lines, or similar contexts: accurately list role(s) and dates of service; refer to the POD Network in alignment with current style and writing guidelines; and distinguish individual communications from those of the POD Network as an organization. If the format of the listing does not allow for specific dates of service, the term "former" may be used for ex-presidents. If endorsement by the POD Network is being sought, see Section IV.B.4.5 (External Partnership and Outreach Committee) for the appropriate processes.
    - An example of an appropriate individual communication of service is as follows (adaptations for formatting/space are acceptable): Jean Doe, POD Network Core Committee Member, 1980-83. Or: Jean Doe, Former POD Network Core Committee Member.
    - Examples of inappropriate individual communications of service are as follows: Jean Doe on behalf of the POD Network; Jean Doe, POD Network.

IV.A.1.2 Additional Duties and Expectations of Core Committee Members

The additional duties and expectations of Core Committee members include, but are not limited to:

- Serve in leadership role(s) on standing committee(s) or SIG(s), as a chair and/or Core Representative.
- Represent those committee(s) and/or SIG(s) and answer questions on behalf of those committee(s) and/or SIG(s) during Core Committee meetings.
- Proactively communicate with those committee(s) and/or SIG(s) on behalf of the Core Committee, including discussions, questions, and decisions, both specific to committee(s)/SIG(s) and broadly relevant to all POD Network members.
- Engage in shaping, carrying out, and assessing POD Network strategic plans, broadly and with respect to those committee(s) and/or SIG(s) that the Core Committee member serves on or chairs.
- Serve on and/or chair ad-hoc committees formed by the Core and/or Executive Committee(s)
- Consider serving in other leadership roles in the POD Network after a term on Core ends.
- Serve in a mentoring role to new POD Network members at the annual conference and to new Core members.
- Participate in the election process for the incoming President Elect.

IV.A.1.3. Additional duties and expectations of elected Executive Committee members
The additional duties of elected executive committee members (President, Past President, and President-Elect, Chair of the Finance Committee) include:
- Attend regular online meetings, convened by the President, throughout the year.
- If possible, arrive early to the spring and fall Core Committee meetings for final planning meeting(s), as communicated by the Executive Director and President.

IV.A.2. Election Oversight

The Governance Committee shall conduct annual elections for the President-Elect of the POD Network and for Core Committee members, following the procedures outlined in the "elections" sections of the Bylaws (I.B.3; I.C.2) and Section IV. Article A for those offices. The Executive Director will assist with these elections. Members of this Committee with a conflict of interest with regard to any matter of business for the Committee should recuse themselves. (See Core Committee election procedures, Article A, I.B.3.)

IV.A.2.1. Election of the President-Elect
The election of a President-Elect shall occur each year at the fall Core Committee meeting, following the procedures outlined in the Bylaws (Article A, Section I.C.2).

Process for Generating Candidates: The chair of the Governance Committee will contact each eligible (see Section I.C1. of the Bylaws) person (unless previously indicating unwillingness to be a candidate for that election cycle) and invite consideration for candidacy. The invitation will include comments on the roles and responsibilities of the offices of President-Elect, President, and Past President.

Eligible candidates for President-Elect will submit a self-nomination that includes a CV describing POD service, presentations, and publications, as well as a letter addressing the following topics (typically not more than 1800 words):

1) How your background in educational development prepares you for this presidential role.
2) Your specific involvement in/contributions to the POD Network.
3) Your sense of vision and priorities for the organization over the next three years in the context the POD Network's current strategic plan (note: while the POD Network presidency is highly collaborative, this prompt is an opportunity to share your understanding of the strategic plan and your unique ideas or possible contributions).
4) Your experience with collaborative and distributed leadership, using example(s) from your prior work with the POD Network, your institution, or another organization.

Self-nomination letters should be sure to discuss candidates' own knowledge, experience, and commitment to diversity, equity, and inclusion using example(s) from prior work, as well as ideas related to diversity, equity, and inclusion in the POD Network, either through or in addition to the topics above.

The Chair of the Governance Committee will present all eligible candidates to the Core Committee in advance of the fall meeting, along with a template listing presidential criteria for use in reviewing candidate materials, and guidance on enacting the POD Network's commitments to diversity, equity, and inclusion in the election process. The self-nomination materials and all discussion regarding the candidates will be treated as confidential and must not be circulated/discussed outside of the Core meeting.

Election Process: The Core Committee will review and discuss each candidate's statement. If there are only two candidates, election will be by simple majority vote. If there are three or more candidates, there will be a multiple-step election process:

1) Each voting member will rank order their preferences by giving 3 points to the first choice, 2 points to their second choice, and 1 point to their third choice (if there are four candidates, the points will be allocated accordingly – 4, 3, 2, 1 – and so on).
2) These votes will be tallied and the candidate receiving the fewest points will be removed from consideration.
3) The Core Committee then will vote on the remaining candidates. When only two candidates remain, the election will be by simple majority.

The newly elected President-Elect shall be officially informed of the election and welcomed by the Past President or President. The Past President or Presidents will also promptly inform the other candidates of the election result. The election results may be announced at the conference and in other ways, but only after all candidates have been notified of the result.

IV.A.3. Office of the President

Section I.B of the Bylaws and Section IV.A.3 of the GM outline the election process and term of the President.
The President has the following duties:
- Chairs the Executive Committee.
- Presides at Core Committee meetings, including establishing the agenda and structuring the process and use of time for the Core Committee meetings as well as tracking the implementation of decisions.
- Presides at the annual membership meeting traditionally held at the conference.
- Supervises and coordinates the annual evaluation of the Executive Director.
- Performs such administrative functions as signing official documents and letters and providing a quarterly President's message to the membership.
- Works closely with the Executive and Finance Committees in managing the fiduciary affairs of the organization, including the development of the budget.
- Prepares a brief annual report to the membership. It may include an overview of key issues, membership, budget, and other items deemed important.
- As a representative of the POD Network, attends meetings of other organizations relevant to the mission of the POD Network and acts as a liaison with other organizations.
- Performs other duties as appropriate to the office of President.
- Serves on the Finance Committee.
- Serves as Presidential Liaison to the Conference Committee.
- Serves as Presidential Liaison to an agreed upon cluster of committees and SIGs and facilitates chair support and connections for those committees/SIGs, as described in Section IV.B.2.

The President shall have access to resources necessary for performing the duties of the office, including:
- Use of POD Network funds designated to conduct the responsibilities of the office, as approved by the Executive Committee.
- Travel, lodging, and meal expenses reimbursement for Core Committee meetings and the annual POD Network conference, including the conference registration fee, and other travel approved by the Executive Committee.
- Miscellaneous administrative expenses as approved by the Executive Committee.
- Complimentary exchange registration for any other organization with which the POD Network has exchange agreements.
- Membership in and, if included in the POD Network budget that is approved annually by Core, travel on behalf of POD to educational development conferences, such as those sponsored by the American Association for Colleges & Universities, Society for Teaching and Learning in Higher

       Education, the Historically Black Colleges and Universities, and the International Consortium of Educational Development.
- Lifetime membership in the POD Network, awarded at the conclusion of the term as Past President.

IV.A.4. Office of the Past President

The Past President's one-year term begins after serving one year as President.

The Past President has the following duties:
- Chairs the Governance Committee.
- Serves on the Awards Committee.
- Serves as Presidential Liaison to an agreed upon cluster of committees and SIGs and facilitates chair support and connections for those committees/SIGs, as described in Section IV.B.2. Liaison assignments will be agreed upon Executive Committee spring meeting.
- Chairs any search committees needed, such as for the position of Executive Director.

Until the end of the term, the Past President will have access to the funds designated to conduct the responsibilities of the office from the approved budget, with approval by the Executive Committee:
- Travel, lodging, and meal expenses reimbursement for Core Committee meetings and the annual POD Network conference, including the conference registration fee and other travel approved by the Executive Committee.

IV.A.5. Office of the President-Elect

The election process for the President-Elect is outlined in the Bylaws (I.B) and Guidelines (IV.A.2.5).

Once elected but before the term begins, the new President-Elect will:
- Join the Executive Committee as a non-voting member until the term begins at the end of the spring Core meeting, when becoming a voting member of the Executive Committee;
- Join the Governance and Finance Committees to become familiar with organizational procedures after assuming the role of President-Elect; and
- Attend the spring Core Committee meeting that ends with the commencement of the official President-Elect term.

Once the term begins, the President-Elect becomes a full member of the Executive Committee and
- Serves on the Governance and Finance Committees; and

- Serves as Presidential Liaison to an agreed upon cluster of committees and SIGs and facilitates chair support and connections for those committees/SIGs, as described in Section IV.B.2. Liaison assignments will be agreed upon during the Executive Committee's spring meeting.

The President-Elect shall have access to the resources necessary for performing the duties of the office, including travel, lodging, and meal expenses reimbursement for Core Committee meetings and the annual POD Network conference, including the conference registration fee and other travel approved by the Executive Committee.

The President-Elect will have use of funds designated to conduct the responsibilities of the offices of President from the approved budget, with approval by the Executive Committee.

Article B: Standing Committees and Special Interest Groups (SIGs)

IV.B.1. General Guidelines for Administrative Committees, Operational Committees, and SIGs

This section outlines general guidelines pertinent to most committee/SIG work. Information about the specific charge, membership, and general operating procedures of each committee or SIG follow in later sections of these Guidelines. Standing committees and SIGs include the following:

Administrative Committees:
> Set/determine policy, budget, develop the strategic plan, schedule organization-wide events (e.g., annual conference and core meetings), make budget requests, and propose sponsored sessions.
> - Core Committee (Board of Directors)
> - Executive Committee
> - Finance Committee
> - Governance Committee

Operational Committees:
> Implement policy, recommend changes to policy, plan and conduct organization-wide events, select/maintain/enhance organizational infrastructure (e.g., web site, database, communications tools, etc.), provide services intended to benefit to the entire membership, make budget requests, propose sponsored sessions.
> - Awards Committee
> - Conference Committee
> - Diversity Committee
> - Digital Resources and Innovation Committee (DRI Committee)
> - External Partnerships and Outreach Committee (EPOC)
> - Grants Committee
> - Membership Committee
> - Professional Development Committee
> - Scholarship Committee
> - Strategic Plan Committee

Special Interest Groups (SIGs):
> Provide forums for individuals drawn together by a common interest and bring expertise on specific topics to the attention of the broader membership and field, make budget requests, propose sponsored sessions.
> - Adjunct/Part-time Faculty
> - Graduate student, Professional student, & Postdoctoral scholar Development (GPPD)

- Healthcare Educational Development
- Learning Analytics Community
- Mindfulness and Contemplative Pedagogy
- Scholarship of Teaching and Learning (SoTL)
- Small Colleges
- STEM (Science, Technology, Science, Engineering, and Mathematics)
- Teaching with Technology (TWT-SIG)

Committees and SIGs will ordinarily conduct business by means of face-to-face meetings at the annual conference, by telephone, or by electronic means. Each should submit a written report twice annually to the Core Committee and Executive Committee, and report informally to the Executive Committee via email or online conferencing between Core meetings.

Additional information about the responsibilities as well as committee-specific materials can be found in the following locations:
- *The Chairs Handbook* contains descriptions of chair roles, responsibilities, and resources and more detailed information about current practices for communicating and documenting committee work. Incoming chairs should email the POD Network Executive Director to be added to the Chair email list and file-sharing space.
- *Archives of Committee/SIG meeting minutes and materials:* For consistency and continuity, individual committees and SIGs will keep historical archives of meeting minutes, work, rubrics, timelines, and other details specific to each in locations administered and shared by the POD Network (such as committee shared file space).

Terms of Service and Membership

Except where membership is specified by the Guidelines, any POD Network member may join a standing committee or SIG, and members shall be invited by the Executive Director to declare their interests at least annually by a call in the POD Network newsletter and on the POD Network discussion group, and at communications distributed at the annual conference. The term of membership in a committee or SIG is not limited except where specified further in this section (IV.B) below.

Standing committees will consist of at least 4 persons to spread the workload and involvement of the POD Network's membership in key decision-making.

Special Interest Groups (SIGs) bring together interested members around enduring subjects of interest and importance in the field of Educational Development. A new SIG can be formed by petition to the Core Committee. The petition should include the SIG's mission and focus, a plan for leadership, at least 25 member signatures, and at least five people who are willing to serve in leadership positions. SIGs are eligible for POD Network electronic communications benefits such as a hosted listserv, web space, online community tools, and may host webinars or virtual

gatherings using the POD Network online meeting platform throughout the year. SIGs may also request funds for special projects of benefit to SIG and POD Network members.

Signature Work of Committees and SIGs

Along with other work specific to a committee or SIG listed in sections below, committees and SIGs coordinate the planning and facilitation of any committee-/SIG-sponsored conference activities (e.g., Birds of a Feather, sponsored sessions).

Other committee and SIG initiatives described in this section (IV.B)– including but not limited to Bird of a Feather (BoF) discussions, travel grants, awards, and POD-Sponsored sessions – represent examples of past initiatives that have previously been approved by Core or Committee/SIG leadership. In this manner, they are suggestive of the types of initiatives that are typical of the Committee or SIG's charge. However, in no way does the inclusion of these initiatives bind the POD Network to offering these programs in the future, due to the nature of proposal vetting (e.g., for POD-sponsored sessions), the dynamic character of the organization's finances, or changes to POD's strategic plan.

IV.B.2. Administrative and Operational Committee and SIG Chairs

Chairs are responsible for overseeing and organizing the work of the group, including but not limited to the following:
- communicating tasks, timelines, and processes to committee/SIG members
- communicating on behalf of the committee to the Core Committee
- communicating regularly with the designated Presidential Liaison to assure that committee work is aligned with POD's overall mission and strategic plan
- submitting semi-annual reports to Core Committee
- submitting budget proposals to the Core Committee prior to its spring meeting
- documenting committee/SIG work and use of budget
- in consultation with the POD Network President and the specific standing committee, preparing someone to take over as chair
- collaborating with the Executive Director and other committee chairs, where appropriate
- communicating with Core representative
- maintaining regular communication with the Core Representative and Presidential Liaison, especially in matters requiring Core approval (e.g., budgetary requests).

See the *Chairs Handbook* for more detailed information about current practices for communicating and documenting committee work and for descriptions of chair roles, responsibilities, and resources.

IV.B.2.a. Election/Appointment of Chairs
Unless otherwise specified in these Guidelines, committee/SIG chairs shall be elected and/or appointed by the President in consultation with the members of the relevant standing

committee/SIG and with consideration given to recommendations from the Core Committee, the Executive Committee, or other interested persons. If the chair is not a member of Core, a Core member, who is not one of the presidential officers, will join the committee to represent the committee in Core Committee work.

IV.B.2.b. Terms of Chairs

Chairs will serve a term of one, two or three years, depending on committee organization. An extension of the chair's term may be requested by a majority of the members of the committee, and this request should be submitted in writing to the President. Two models of chair succession exist:
- chairs serve up to but not exceeding three years, or
- chairs serve a three-year term according to the POD President model, spending one year in each of the following roles: past, current, and incoming chair (chair-elect).

IV.B.2.c. Removal of Chairs

Committee/SIG chairs can be removed for cause including, but not limited to, non-performance of duties outlined in I.B.12.4 of the Bylaws and the specific charge of the committee, as provided below. The process may be initiated by any member of the Executive or Core Committees or by any committee/SIG member through an Executive or Core Committee member. When chair removal is under consideration, the Executive Committee will seek information confidentially from members of the committee. The Executive Committee may seek to remediate the situation, accept voluntary resignation, or to move the cause for removal forward to the Core Committee. At any time, if the Executive Committee determines there is reason to proceed, the committee/SIG chair will be notified by the Executive Committee that such action is pending and will be given a minimum of 30 calendar days to respond in writing (email acceptable). The Core Committee will consider the cause for removal and the written response (if available). A 2/3 majority vote of the Core membership is required for removal. In keeping with the POD Network's core values of Respect and Distributed Leadership, remediation is preferred to removal.

If the chair must step down in the middle of a term, the President will consult with committee/SIG members and the Core Committee before appointing a new chair.

IV.B.2.d Communication between Committees/SIGs and Core

The chair, on behalf of and in consultation with the committee/SIG members, submits biannual reports to Core approximately one month before the fall and spring Core meetings each year. The report must include material requested by Core, such as:
- Informational items: include a timeline and list of tasks accomplished by the committee or SIG since the last Core meeting;
- Action items: list of items that require a Core Committee vote, including any changes in the charge, composition or timeline of the committee or SIG from what is stated in the Governance Manual, or any significant changes in the way the committee or SIG functions (e.g., POD publications going from paper to online-only format);

- Budget requests: requests for funding can be made in the spring reports only because the budget is approved by Core at the spring meeting. No budget requests are to be included in the fall committee/SIG reports. Funding requests need to be made each year for committee/SIG work, including continuing or long-term expenses.

Some committees/SIGs communicate information or action items to the Core Committee between the reports via email. Details specific to individual committees/SIGs can be found in each committee's/SIG's section below.

IV.B.3. Administrative Committees

Administrative committees set/determine policy, budget, develop strategic plan, schedule organization-wide events (e.g., annual conference and core meetings), make budget requests, and propose sponsored sessions.

- Core Committee (Board of Directors) – See Article A of this Section for guidelines and policies for the Core Committee and its members.
- Executive Committee - See Section IV. A for guidelines and policies for the Executive Committee and its members.
- Finance Committee
- Governance Committee

IV.B.3.1. Finance Committee

Google Email: finance@podnetwork.org
Group List: finance-committee-members@podnetwork.org

Committee Charge
The purpose of the Finance Committee is to assist the Core Committee in meeting its fiduciary responsibilities to POD Network members and the general public by ensuring that the organization is in good financial health. In particular, the Finance Committee provides oversight on behalf of the Core Committee to ensure that POD's assets are protected and that its resources are used appropriately and effectively to help fulfill the organization's mission.

The Finance Committee provides guidance to the Executive Director and the Executive Committee on the development, review, and revision of annual and long-range financial plans. It develops and recommends policies to safeguard the organization's assets and ensures that the organization maintains accurate and complete financial records.

Committee Leadership Structure and Responsibilities
The Finance Committee Chair is a current member of the Core Committee. Finance Chair vacancies are filled by requesting Core Committee members (ideally those who have served on the Finance Committee) to self-nominate. The final selection and appointment of the Chair is made by the President, with input from the Executive Committee.

In addition to the general expectations for committee chairs as described in GM Section I.B.12, the Chair of the Finance Committee serves on the Executive Committee, reviews monthly reconciliations and monthly bank statements, ensures that the committee is performing its duties as charged, and ensures that POD Network practices align with the Fiscal Policies described in GM Section IV.E.

Committee Structure
Given the administrative nature of the work of the Finance Committee, the size and membership make-up are established by this Governance Manual (see below). All members of the Finance Committee participate in all committee discussions and decisions. The Finance Committee has one standing subcommittee, the Gifting Subcommittee.
Gifting Subcommittee Description
> The purpose of the Gifting Subcommittee is to develop and to oversee the POD Network gifting program. The gifting program offers members a way to express their appreciation for the support and collegiality provided by the POD Network over the years. A robust gifting program will enable expansion of our organizational capacity and revenue base in order to better serve our membership.

Gifting Subcommittee Membership

The Chair of the Gifting Subcommittee is typically the Past Chair of the Finance Committee and determined by a vote of the full Finance Committee. Subcommittee members are invited by the Gifting Subcommittee Chair or designee; members may come from the Finance Committee and/or the POD Network membership at large.

Gifting Subcommittee Signature Work
- Write a Case for Support to be reviewed and approved by the Executive and Core Committees.
- Develop format and content for appeals for donations at least once per year (unless Core determines this should not occur in any given year for some reason, e.g., economic downturn).
- Propose investment strategy, including possible endowments, for cash donations, appreciated securities, and bequests.

Membership
The Finance Committee consists of nine members:
1) Chair, who must be a member of the Core Committee
2) President
3) President-Elect
4) Executive Director (non-voting)
5) Core Member
6) Core Member
7) At-Large Member
8) 1 additional member, either Core or at-large
9) Past Chair

To ensure succession planning, one Core member should join the committee every year (at the spring meeting) if space on the Finance Committee allows. Members serve 3-year terms unless asked to continue for an additional year by the Chair. (In cases where the Past Chair has already had her/his membership term extended by one year, the Past Chair's membership term may be extended by one additional year. In cases where a member rotating off the Finance Committee is elected as POD President, that person would continue to serve, first as President-Elect, then as President, before rotating off.)

Because this is a small committee with significant responsibilities, members may not serve as the chair of another committee while serving as a member of the Finance Committee.

Financial expertise is not a requirement of members; however, members should be willing and able to work toward expanding their skills to fulfill the charge and meet emerging needs.

Signature Work of the Committee
All actions of the Finance Committee are guided by the Fiscal Policies Section of the

Governance Manual (Section IV.E). Primary responsibilities include:

- Review all POD Network financial reports produced by the Executive Director on at least a quarterly basis.
- Confirm with accountant that financial reports are in compliance with federal, state, and other reporting requirements.
- Monitor investments by reviewing financial statements and recommend changes as needed.
- Review preliminary draft of the annual budget prior to the spring Core meeting.
- Review unbudgeted requests for use of operating reserves proposed by the President, and which may exceed the approved operating budget.
- Review membership and major program fees proposed by the Executive Director.
- Conduct annual review of POD Network Fiscal Policies (Section IV.E) in time for the fall Core meeting.
- Conduct annual review of internal financial control policies and procedures of the organization in time for the fall Core meeting.
- When applicable, issue Calls for Proposals for Special Projects and oversee the process of selecting proposals to be funded. Note: Any Finance Committee member with a conflict of interest for this process will recuse herself/himself.
- Meet in person at the annual POD Network conference.

Committee-Related Policies and Guidelines

The POD Network's Fiscal Policies (Section IV.E) govern the work of the Finance Committee. Additional information (including committee archives) about the Finance Committee's work may be found in Dropbox and in the Finance Committee's Google Drive space. (The Google space includes a master calendar for important Finance Committee tasks, as well as a handbook for the committee chair.)

IV.B.3.2. Governance Committee

Google Email: governance@podnetwork.org
Google List: governance-list@podnetwork.org

Committee Charge
The Governance Committee advises the Core Committee on issues pertaining to Bylaws and Guidelines of the POD Network and oversees the process for updating the Governance Manual in accordance with Core Committee decisions. The Chair of the Governance Committee also oversees the nominations and elections processes and assures that they conform to the Bylaws.

Committee Leadership Structure and Responsibilities
The Past President chairs this committee.

Membership
The Governance Committee shall be composed of the POD President-Elect; the Past President; two Core Committee members; one member at-large; and the Executive Director as an ex-officio non-voting member.

Signature Work of the Committee
The Chair of the Governance Committee oversees the elections of the POD Network Core Committee and conducts the election of the President-Elect following the procedures outlined in the elections sections of the Bylaws and policies for those offices. The Committee also proposes policies pertaining to elections for consideration by the Core Committee (see I.B.3.). If a member of this Committee has a conflict of interest with regard to any matter of business for the Committee, they should recuse themselves.

The Governance Committee identifies needed revisions and additions to the POD Governance Manual twice annually, following each Core Committee meeting. If the revisions or additions are connected with the business of a committee/SIG, that committee/SIG will be asked to propose a draft revision or addition for approval by the Core Committee at the next scheduled Core Committee meeting.

Suggestions for policy changes may be submitted at any time to the Past President, and any such requests shall be considered in a timely fashion.

Within one month after each Core Committee meeting, the Executive Director, in collaboration with the Governance Chair, will make the changes in the Governance Manual and distribute the changes to the Core Committee and appropriate committee/SIG chairs.

Every four (4) years beginning in 2012 (e.g., 2016, 2020, etc.), the Governance Committee will conduct a thorough review of the entire Governance Manual. This review should

evaluate not only the clarity and organization of the Governance Manual, but also should consider whether the Manual describes existing practices within POD. This review should produce a report to the spring Core meeting (2012, 2016, etc.) that includes recommended revisions to the Manual or to POD's practices for Core's consideration and vote.

IV.B.4. Operational Committees

Operational committees implement policy, recommend changes to policy, plan and conduct organization-wide events, select/maintain/enhance organizational infrastructure (web site, database, communications tools, etc.), and provide services intended to benefit the entire membership, make budget requests, propose sponsored sessions.

- Awards Committee
- Conference Committee
- Diversity Committee
- Digital Resources and Innovation Committee (DRI Committee)
- External Partnerships and Outreach Committee (EPOC)
- Grants Committee
- History Committee
- Membership Committee
- Professional Development Committee (PDC)
- Scholarship Committee
- Strategic Plan Committee

IV.B.4.1. Awards Committee

Google email address: awards@podnetwork.org
Google list: awards-list@podnetwork.org

Committee Charge

The purpose of the Awards Committee is to oversee all awards and recognition programs of the organization and to receive and review suggestions for new or expanded forms of awards and recognition. The following awards and recognition programs are in the purview of this committee:
- Spirit of POD Award (SPOD)
- The Robert J. Menges Award for Outstanding Research in Educational Development (Menges)
- The POD Innovation Award (Innovation)
- The Christine A. Stanley Award for Diversity and Inclusion Research in Educational Development (Stanley)

Each of these programs is administered by a subcommittee.

Committee Leadership Structure and Responsibilities

In addition to the general expectations for operational committee chairs as described in GM Section IV.B.2, the chair regularly seeks input from the committee members on whole committee decisions and serves as the main connection and consultant to the subcommittee chairs. The subcommittee chairs coordinate the selection process for their respective awards. The chair also serves on the subcommittees as needed and may serve on these subcommittees in place of the Presidential Liaison.

The Chair, who serves a 3-year term, must be a current Core member when they start as Chair. The Chair is appointed by the President in consultation with the departing chair. New chairs typically rotate in at the fall conference.

Committee Structure

There is one subcommittee for each award program, and each has its own requirements for its membership. The terms of subcommittee members follow the terms of service and membership outlined in IV.B.1. Ideally, members' terms will be staggered to ensure continuity. The chairs of the subcommittees will normally serve a 3-year term in that role and will be determined by the chair of the Awards committee in consultation with the departing subcommittee chair. At-large members will be invited to express interest in serving as outlined in GM Section IV.B.1.

Section III.A.2.2 and III.A.2.3 include conflict of interest (COI) policies that indicate "In the case of POD Network grants and awards, members of the selection committees should recuse themselves from the process when applications and proposals are submitted from

their home institutions or when they feel they have other potential significant conflicts of interest." For the Awards committee, when the deliberation process involves blind review, recusal may not be necessary. When subcommittee chairs are aware of an institution-based COI and they use a system of dividing submissions for review amongst the committee members, they should assign the submission to reviewers without a COI. When the deliberation process does not follow blind review and a committee member has a COI, they should recuse themselves from the discussion and voting on that specific submission. If the subcommittee chair has a COI and the subcommittee can give multiple awards, the chair should recuse themselves from the discussion and voting on that specific submission. If the subcommittee chair has a COI but only one award can be given, they should recuse themselves from the voting process used. In addition, for awards that accept self-nominations, subcommittee members must recuse themselves from the award deliberation process any year that they self-nominate for an award.

SPOD Award: The subcommittee will have at least six members, beyond the subcommittee chair. Membership consists of a Presidential Liaison; recent past award recipients who are willing to serve; and up to three other members who have an overall knowledge of the POD Network and its membership as a result of having served on the Core Committee. The POD Network's Executive Director is an ex-officio member of the subcommittee.

Menges Award: The subcommittee will have at least four members, beyond the subcommittee chair. The membership consists of a Presidential Liaison, a member of POD's Scholarship Committee, and at least two POD at-large-members. Ideally, at least one at-large member will be a past Menges Award recipient.

Innovation Award: The subcommittee will have at least four members, beyond the subcommittee chair. The membership consists of a Presidential Liaison and at least one member who is a previous award recipient.

Stanley Award: The subcommittee will have at least five members, beyond the subcommittee chair. Membership consists of a Presidential Liaison; at least one member who, at the time of appointment, serves on the POD Diversity Committee; at least one past Stanley Awardee (when possible), and two POD Network at-large-members. Ideally, at least one at-large member is on POD's Scholarship Committee.

Membership
The Awards Committee will have at least seven members, beyond the committee chair, and operate with a strong subcommittee structure. The membership consists of: a Presidential Liaison, the chair of each award subcommittee (SPOD, Menges, Innovation, and Stanley), and two additional at-large member.

The terms of subcommittee members follow the terms of service and membership outlined

in Section IV.B.1 (3-year terms, renewable once at the discretion of the committee). Ideally, members' terms will be staggered to ensure continuity. At-large members will be invited to express interest in serving as outlined in Section IV.B.1.

Signature Work of the Committee
The Awards committee is responsible for POD's awards and recognition programs. The criteria for each award appear below. All awardees must be POD members. All awards are presented each year at the annual POD Network conference, and awardees are highly encouraged to be present at the Awards dinner to receive their award.

SPOD Award Criteria
> This award honors POD Network members who make significant, long-lasting contributions to POD Network members, the organization as a whole, and the educational development profession.
>
> Nominations must be submitted to the SPOD subcommittee chair by a POD Network member through the online nomination form; self-nominations are not accepted.
>
> Recipients of this award should reflect some combination of the attributes listed below, but they may also contribute positively in other ways:
>
> - Have an established history of serving the POD Network, including
>   - Sharing knowledge, experience, materials, ideas, and support;
>   - Exercising innovative leadership in the organization;
> - Contribute substantially to the profession of faculty, instructional, and organizational development;
> - Exemplify the philosophy, principles, and practices of the POD Network;
> - Be actively involved in the POD Network for at least 10 years.
>
> In short, the SPOD subcommittee members will identify recipients for the award who are recognized as having exemplary records of contributing to the POD Network while embodying the spirit of the organization.
>
> Normally no more than one award will be given in one year and sometimes no award will be made; in rare circumstances, multiple awards in one year are possible at the discretion of the SPOD subcommittee members. A POD Network member may only receive this award once.
>
> The POD Network President, Past President, President-Elect, and members of the SPOD subcommittee are not eligible to receive the award. Additionally, SPOD subcommittee members are not eligible to serve as nominators and/or provide their names or narrative in support of a nomination.

Menges Award Criteria

Awards are given for proposals that reflect original research, which may be quantitative or qualitative, and may be based on experimental studies, participant observation, practitioner research, or other methodologies that lead to systematic investigation and evidence-based conclusions. Proposals based on completed graduate theses and dissertations are eligible for consideration.

The selection criteria are as follows:
- An accepted conference session proposal, self-identified as sound and rigorous research in any area appropriate to the mission of the POD Network that has the potential to significantly impact the field or scholarship of educational development.
- A complete extended research award proposal submitted after conference session acceptance, including:
  - strength and clarity of research question and approach;
  - relationship to the field of educational development, previous research, and/or theoretical frameworks;
  - coherence across data, analysis, findings, and conclusions;
  - contribution to the field of educational development and the POD Network mission.
- The research project should be complete or nearly complete so that findings can be described and assessed.

The number of awards (generally up to three per year) will be determined by the subcommittee annually based on the quality of submissions. Proposals describing the implementation of an innovative program or reflection on best practices are not consistent with this Award. Award recipients should attend the conference to present their award-winning session or poster.

Innovation Award Criteria

The POD Innovation Award recognizes POD Network members who have implemented creative ideas for educational development. The purpose of the award is: 1) to encourage participants to share their ideas with colleagues in the POD Network; and 2) to recognize those working in any area of educational development: faculty, graduate student, instructional, or organizational development.

The selection criteria are as follows:
- Originality: The extent to which the idea is new or a creative adaptation of an existing idea.
- Scope and impact: Breadth and length of the impact will be considered.
- Transferability: Ease of adaptability to other campus environments.
- Effectiveness: Is the program cost and time effective?

IV.B.4. Operational Committees
IV.B.4.1. Awards Committee

The finalists are invited to prepare a poster and brief handout that they are expected to present at the conference poster session. Typically, only one award is given each year.

Stanley Award Criteria
The Christine A. Stanley Award for Diversity and Inclusion Research in Educational Development seeks to honor individuals who have demonstrated unequivocal commitment to advancing research on diversity and inclusion issues in educational development.

The purpose of the award is: 1) to raise the awareness of and advance theory about diversity and inclusion related issues in educational development; 2) to contribute to increased understanding of best practices on diversity and inclusion related issues in educational development; and 3) to recognize how POD's values of diversity and inclusion are reflected in the everyday practice of educational development.

To apply for this award, self-nominators must submit a full manuscript highlighting their diversity-related research that has been accepted by or published in a peer-reviewed platform in the field of educational development within the last 18 months.

The manuscript must:
- show an awareness of both educational development scholarship and relevant scholarship on diversity and inclusion;
- reflect relevant POD Network values (e.g., collegiality, inclusion, diverse perspectives, advocacy and social justice, distributed leadership, innovation, evidence-based practices, respect/ethical practices); and
- have a central argument about diversity and inclusion through educational development (whether that be among faculty, students, or educational developers) or engage contemporary scholarship on diversity and inclusion in educational development or in teaching and learning.

Awards will be given to manuscripts that reflect original research. Research may be quantitative or qualitative, and may be based on experimental studies, participant observation, practitioner research, or other methodologies that lead to systematic investigation and evidence-based conclusions. The number of awards (up to three per year) will be determined based on the quality of submissions.

Creation of New Awards
The following is the policy regarding the creation of new awards:
1. Proposals for new awards may originate within any POD Network committee, subcommittee, or special interest group.
2. Proposals will be provided in writing to the chair of the Awards committee. The Awards chair, in consultation with the Awards committee members, will provide

feedback, allowing the originating group to respond before submitting the final proposal to Core for a vote to approve or deny the creation of the award.

3. Proposals shall include the following information:
   a. Award name
   b. Purpose
   c. Eligibility criteria (if any beyond being a POD Network member)
   d. Selection criteria
   e. Operating procedures (e.g., processes, timelines)
   f. Budget

4. If an award is to be named after an individual, the following process shall be followed:
   a. The rationale for using the name should be provided in the proposal (e.g., past contributions to the award's area of focus, POD Network leadership, etc.).
   b. Once the award has been approved by Core, a representative of Core (typically a member of Core's Executive Committee) will contact the individual to seek their permission to use their name for the award. If the individual is deceased, the Core Representative will contact a family member to seek permission.

5. Once an award proposal is approved by Core, the following process shall be followed:
   a. A new subcommittee is formed as part of the Awards committee.
   b. The Awards committee chair works with those who submitted the proposal (including the chair(s) of the originating committee) to identify a chair for the new subcommittee.
   c. The subcommittee chair drafts GM text (based on the proposal approved by Core) that follows the GM template.
   d. The Awards committee members review the proposed GM text and finalize it for submission to Core for a vote of approval. Once approved, the text is added to the GM and adapted for use on the POD Network website.
   e. The subcommittee chair solicits members as per the approved membership description and the subcommittee launches its work.

IV.B.4.2. Conference Committee

Google Email: conferenceteam@podnetwork.org
Google List: conference-list@podnetwork.org

Committee Charge or Mission
- The Conference Committee is responsible for the organization of the POD Network's annual conference, including all programmatic and logistical aspects.
- The objectives of the Conference Committee are to organize a conference experience to promote professional and personal growth, nurture innovation and change, stimulate important research projects, and enable participants to exchange ideas and broaden professional networks.

Committee Leadership Structure and Responsibilities
- In addition to general expectations for standing committee chairs as described in GM section I.B.12, the chairs of the conference committee oversee all aspects of the conference, with the exception of site selection; registration; and proposal review, selection, and scheduling. The program chairs oversee all aspects of the proposal review process and scheduling of the conference program components. The POD Executive Director has prime responsibility for budget and logistics relating to conference organization and implementation and works in close cooperation with the Conference and Program Co-Chairs. The Executive Director oversees all matters pertaining to the selection of the conference site as well as registration and collection of conference participant fees. The Executive Director also serves as the official signatory for hotel or other contracts related to the implementation of the conference event.
- Process of electing new chair / chair rotation / term limits
    - Program chairs are selected by the incoming conference chairs. Program chairs serve for one year and are then advanced to be conference chairs in the subsequent year.
    - Using standard committee leadership rotation schedule, new chairs rotate in at the fall conference

Committee Structure: The Conference Committee consists of five members
- 2 Conference Co-Chairs
- 2 Program Co-Chairs
- The POD Executive Director

Membership

- Membership on the committee is open to any POD Network member in good standing
- Members should be willing to commit to a two-year period of service, including weekly meetings, a three-day site visit, and attendance the entire week of the conference.
- Because of the substantial amount of work involved, it is recommended that members have the support of their home institutions.
- Desired qualities include excellent communication skills, collegiality, and organization skills.

Signature Work of the Committee

While the Conference Committee does not have any subcommittees, its members work closely with several coordinators and volunteers. All conference coordinators and volunteers are invited and appointed by the Conference Co-Chairs, working in close consultation with Program Co-Chairs. Coordinators are selected for two years of service (except as noted below) with the intention that each year there will be one experienced coordinator and one new coordinator. Coordinators include:

- *Session Coordinators*, in conjunction with the Program Co-Chairs, oversee the proposal review processes for each respective session type. There are two Coordinators for each session type:
  - Pre-Conference Workshops Coordinators
  - Interactive Sessions Coordinators
  - Research Sessions Coordinators
  - Roundtable Sessions Coordinators
  - Poster Sessions Coordinators
  - POD-U "Unconference" Coordinators

- *Birds of a Feather (BoF) Coordinators* organize facilitators for the BoF (topical interest group) sessions in the conference program. Additionally, the BoF coordinators are charged with BoF session evaluation.

- *Excursion Facilitators* identify and plan the educational/cultural expeditions and work closely with the Conference Committee in doing so. Excursion Facilitators only serve one-year terms in the year when the conference is located in their hometown.

- *Career Fair Coordinators* organize the Career Fair and manage communication with all Career Fair participants. Additionally, the Career Fair Coordinators are charged with Career Fair evaluation.

- *Conference Evaluation Coordinators*, typically the previous year's Conference Co-Chairs, determine, in consultation with the Conference Committee and the Core Committee, the forms and the process to be used for the evaluation of sessions and

the conference overall.

- *Registration Desk Volunteer Coordinators* gather and organize volunteers to help at the registration desk, provide the names of volunteers and their schedules to the Executive Director, and assist at the registration desk during peak registration times.

- *Resource Fair Coordinator*s obtain the names of registrants for the Resource Fair from the Executive Director, communicate with those registrants, oversee the set-up for the event, and assist participants on-site as needed.

- *Roommate Assistance Coordinators* collect names and lodging preferences of persons wanting a roommate at the conference and then connects these individuals.

- *POD Buddy Program Coordinators* organize matches between new conference attendees and experienced conference attendees, and plans events at the conference to facilitate connections. The Buddy Coordinators are selected in collaboration with the Membership Committee and the Graduate and Professional Student Development SIG.

- *Volunteer Proposal Reviewers* volunteer by responding to a call sent out by the Conference Committee. They may be asked to review up to ten proposals in one of several areas of expertise or interest, with the number of proposals dependent upon their experience at reviewing for the conference. All proposal reviewers must be current members of POD.

- *Other Conference Volunteers* staff the welcome desk and assist with minor logistical matters on excursions.

Collaboration with other Standing Committees and SIGs:
- Presidential Liaison
  - Consult with the new president on selection of the theme and other relevant questions that arise throughout the conference planning process.
- Core Liaison
  - Collaborate to include the selected POD Sponsored Sessions in the final program.
  - Consult with Core Liaison as relevant questions arise throughout the conference planning process.
- Awards Committee
  - *POD Innovation Award Coordinator*
  - The coordination of the POD Innovation Award process is separate from the conference. However, the award is presented at the conference, and recipients display their ideas as part of the Resource Fair. This Coordinator informs the Executive Director of the number of display poster boards needed for the Fair. The planning of the awards ceremony is coordinated with the conference Co-Chairs.

- DRI Committee Liaison
  - Provides training and tools to facilitate the work of conference team. An example would be software for the creation of an electronic conference program each year.
- Membership
  - *Newcomers' Orientation Facilitator* plans the scheduling of this event with the conference Co-Chairs and is facilitated by the Membership Committee.
- GPPD SIG
  - *Annual GPPD luncheon*
- Diversity
  - The *Inclusion Coordinator* is selected by the Diversity Committee; collaborates with the Conference Committee, as needed, to plan and implement strategies for increasing accessible, inclusive practices at and for the annual POD conference; works closely with the Diversity Committee Conference co-coordinators; and participates in Diversity Committee Executive Team meetings on a monthly basis.
  - *Donald H. Wulff Diversity Travel Fellowship Posters and Educational Development Internship Grant Posters* The coordination of the Wulff Diversity Travel Fellowship and Educational Development Internship awards process is separate from the conference. However, recipients display their posters as part of the Poster Session. The Diversity Committee *Conference Coordinator* informs the Executive Director of the number of display poster boards needed for the Poster Session. The planning of the awards ceremony is coordinated with the Conference Co-Chairs.

Other:
- Coordinating the Awards Program to honor awardees through a judicious and efficient ceremony.
- Selecting the Plenary Speaker(s) and Anchor Session
  - Plenary Speakers are selected from outside the organization and receive an honorarium.
  - Anchor Session is selected from accepted conference sessions and is not a paid presentation.
- Recruiting blind peer reviewers
  - Blind peer reviewers are recruited through a general call to the POD Network membership through email and the Google Group.
  - Peer reviewers are asked to complete a survey where they indicate their topics and levels of experience.
  - Peer reviewers are matched with proposals according to their expertise and experience levels. Each proposal is assigned reviewers with a range of experience.
- Coordinating with conference management software

- Responding to new ideas and requests related to the conference reaching out to the leadership of the POD Network for guidance depending on the request.
- Communicating with Conference participants in response to inquiries and concerns.

Committee-Related Policies and Guidelines
- Safeguarding Peer Review:
    - All sessions, except Vendor Sessions and Birds of a Feather (BoF) sessions, appearing in the program should go through some form of review, whether POD Sponsored or blind.
    - Vendor sessions are sponsored sessions determined by the Executive Director
    - BoF sessions are topical discussion groups selected by the BoF Session Coordinators in consultation with the conference team.

IV.B.4.3. Diversity Committee

    Google Email: diversity@podnetwork.org
    Google List: diversity-list@podnetwork.org

Committee Charge

The Diversity Committee (DC) serves as an advocate to the POD Network by advising members of the Core and Executive Committees on ways to sustain and improve the organization's efforts toward valuing diversity. Formed in 1993, as a result of a strong call from individuals within the membership, the Committee's goals are focused on 1) recruitment and retention of members from underrepresented groups and institutions in POD and in the faculty/instructional development community more broadly (in coordination with the membership committee) and 2) the cultivation of greater critical attention to questions of diversity in our work. Underrepresented groups are defined as, but not limited to, members who identify as racial and/or ethnic minorities; lesbian, gay, bisexual, or transgendered individuals; and individuals who are disabled. Underrepresented institutions are defined as, but not limited to, historically black colleges and universities (HBCUs), native American tribal colleges, Hispanic serving institutions (HSIs) or Hispanic area colleges and universities (HACUs), or Minority Serving Institutions (or those aspiring to become MSIs).

Committee Leadership Structure and Responsibilities

The Diversity Committee Leadership Structure includes two Co-Chairs and the Past Co-Chairs.

Past Co-Chairs (one-year term):
Responsibilities include mentoring the new Co-Chairs; advising the DC Executive Team (ET) on matters related to the grants program, POD conference, and other matters regarding issues of diversity and inclusiveness in the organization; overseeing any ad hoc projects or subcommittees as needed; and other responsibilities as assigned by the ET.

Co-Chairs (two-year term staggered, with the possibility of a third):
In addition to general expectations for standing committee chairs as described in GM section I.B. 12, the co-chair(s) of the Diversity Committee provide leadership and vision to the DC Executive Team; initiate and chair conference calls; encourage strategic planning; submit Core reports (twice annually in late February and September) including annual budget requests; appoint new ET members in consultation with the ET and pending Core approval; and fulfill other responsibilities in collaboration with the ET. The Co-Chairs' conference responsibilities include:
- Encouraging DC affiliates to review conference proposal submissions.
- Inviting people to submit sessions, as individuals and as teams.
- Communicating DC conference events to the DC affiliates and the POD Network membership.
- Setting agenda for and chairing annual business meeting.

All Diversity Committee members from the previous five years, who have served at least one year as a Executive Team Member, are eligible to serve as a Co-Chair. The ET will review applications in late summer with the new co-chair selected by early Fall. Ideally the co-chairs will be staggered so that there are not two co-chairs simultaneously new to the position. The new co-chair shadows at the conference and takes the position in January, with the previous co-chairs working together through submission of the spring report to Core

Committee Structure
The Diversity Committee Executive Team consists of two Diversity Grants Coordinators, two Conference Co-Coordinators, two Scholarship and Professional Development Coordinators, an Inclusion Coordinator, and two Outreach Coordinators. Individuals are recruited through the POD listserv and lists of participants at the DC business meetings, and they are selected by members of the Executive Team using a thorough review process focused on three factors:
- the alignment between candidates' interest in the position and the goals of the Diversity Committee,
- the candidates' relevant experiences vis-à-the criteria of the position for which they are applying; and
- their experience in educational development broadly.

Diversity Grants Co-Coordinators (two-year term):
Responsibilities include managing, leading, planning, and implementing all aspects of the Educational Development Internship Grants and Donald H. Wulff Diversity Travel Fellowships. The Grants Coordinators are also a member of the ET and participate in all meetings. Conference responsibilities include organizing cohort engagement and coordinating with the Co-Chairs to ensure the awardees are recognized in conference materials and during the awards banquet.

Conference Co-Coordinator (two-year term):
Responsibilities include building relations with the POD Conference and Program Co-Chairs to ensure increased visibility of grant recipients and work with the Inclusion Coordinator to implement accessible, inclusive practices at the annual conference. Work collaboratively *with Diversity Grants Co-coordinator*s to manage, lead, plan, and implement all aspects of the Educational Development Internship Grant and Donald H. Wulff Diversity Travel Fellowship.

The *Scholarship and Professional Development Resource Coordinators* raise the visibility of scholarly work on diversity in educational development within the POD network via an annual position paper to be initially distributed at the conference; work with other POD committees and SIGs to curate and circulate scholarly works in progress on diversity, equity,

and inclusion related to educational development; coordinate the development and dissemination of professional development resources related to inclusive practices and diversifying the POD network membership; and participate in ET meetings on a monthly basis.

The *Inclusion Coordinator* collaborates with the Conference Committee to plan and implement strategies for increasing accessible, inclusive practices at and for the annual POD conference. The Inclusion Coordinator is selected by the Diversity Committee. The Inclusion Coordinator works closely with the Diversity Committee Conference Co-coordinators, and participates in ET meetings on a monthly basis.

The *Outreach Coordinators* serve as the Diversity Committee's liaison to other POD committees to collaborate on projects and initiatives; build relationships with partner organizations and make recommendations around alignment of POD's work with key external partners in the areas of equity, diversity, and inclusion; collaborate with the Conference Co-Coordinators and Inclusion Coordinator about outreach efforts related to the annual conference, such as creating community building opportunities throughout the conference; and participate in ET meetings on a monthly basis.

Membership
The Diversity Committee is open to membership from all interested POD Network members. The DC Executive Team is elected from within the group. Whenever possible, a member of the Executive Team also serves as Core Representative to the DC. All other current POD Network members who are interested in the work of the DC may consider themselves DC Members and may participate in discussion forums on the DC Google Group and are invited to attend the annual DC business meeting at the annual POD conference. Members are recruited during the annual conference and through the POD listserv.

Signature Work of the Diversity Committee
Grants Program: The DC oversees the Diversity Grants Award process, which includes the Donald H. Wulff Diversity Travel Fellowship and the Educational Development Internship Program.

- *The Donald H. Wulff Diversity Travel Fellowships Program* seeks to increase participation by people from historically underrepresented racial and ethnic groups in the U.S. and/or underrepresented institutions in the field of educational development (here used as an umbrella term to encompass what may also be called faculty development, TA development, instructional development, organizational development, etc.). The grant is named in honor of the memory of former POD President Don Wulff in recognition of his longstanding commitment to diversity and inclusiveness and his efforts to establish the Diversity Committee, the Internship Grants, and the Travel Grants Program.

The travel fellowship program awards stipends to individuals or teams, either through their institutions or directly depending on their context and preference, to support their travel to the annual POD Conference. Applicants do not need to be previous members of the POD Network but will need to join POD before attending the conference.

The POD Diversity Committee gives preference to individuals who would join the POD Network and contribute to its mission over the long term, as well as those with particular interests in questions of diversity in educational development. Former grant recipients who have not received more than one award in the past may also apply for a second grant, with priority consideration being given to second-time applicants who have remained active members of the POD Network's Diversity Committee. Underrepresented institutions include, but are not limited to, the following: 1) Historically Black Colleges and Universities, 2) Native American Tribal Colleges, 3) Hispanic Serving Institutions or Hispanic Area Colleges and Institutions, and 4) Minority Serving Institutions (or those aspiring to become MSIs).

- *The Educational Development Internship Program* seeks to provide a POD Network member institution with funding to support an internship position related to educational development in higher education. The internship is meant to provide an individual with a broad introduction to the field of educational development (here used as an umbrella term to encompass what may also be called faculty development, TA development, instructional development, organizational development, etc.).

  The goals for the Internship Program are:
  - To provide a person from an historically underrepresented racial and/or ethnic group in the U.S. with career exploration opportunities in educational development (with preference given to individuals from traditionally underrepresented institutions and/or those with particular interests in questions of diversity in educational development);
  - To support the intern's attendance at the annual POD conference either at the beginning or end of the grant period.

  The grant will be awarded to the institution and the intern (for attendance at the POD conference) as designated by the Diversity Committee.

POD-Sponsored Session: Should the CFP invite standing committees and SIGs to provide a proposal for a POD-sponsored session, the DC Executive Team will do its best to provide a diversity-related session, following prescribed guidelines.

POD-Network Conference Related Events: The DC will be responsible for organizing other events meant to make visible the work of the DC at the annual conference.

Committee-Related Policies and Guidelines

NA

IV.B.4.4. Digital Resources and Innovation Committee (DRI)

> Google Email: dri@podnetwork.org
> Google List: dri-list@podnetwork.org

Committee Charge
The purpose of the Digital Resources and Innovation Committee (DRI) is to advise on and facilitate the implementation of policies and practices regarding POD's use of digital and communication resources to support the work of the POD Network and POD members. It accomplishes this by:

- Researching new and innovative technologies and approaches that enhance POD's mission
- Providing guidelines for usage of these technologies across POD's governance structure of committees and SIGs
- Piloting and bringing to scale technologies that support POD's activities and its members
- Advising on best practices in POD Network communications, such as social media.

Committee Leadership Structure and Responsibilities
In addition to general expectations for standing committee chairs as described in GM Section I.B.12, the chair(s) of DRI Committee and/or designated committee member coordinates tasks with any external vendors hired to complete a task in support of POD's mission.

The *Chair* organizes the regular online meetings and the annual conference meeting of the DRI Committee and coordinates task assignment for completion when specific projects are undertaken by the committee.

The *Chair or Past Chair* serves as the liaison to the Executive Committee and facilitates the yearly elections for officers.

The *Chair-Elect* assists the Chair in regular operations of the committee, maintenance of the archives of the committee and leads DRI Committee meetings in the absence of the Chair.

A *liaison to the Conference Team* is selected from among DRI Committee members through a call for volunteers and designation as such by the Chair. This choice is communicated to the POD Executive Director and the Chair of the Conference Committee. The liaison's primary role is to equip the conference committee with training and tools for the benefit of the conference. Examples include facilitation of an electronic conference program and communication with attendees before, during and after the conference.

Process of electing new chair / chair rotation / term limits
  - The Chair serves a three-year term as Chair-Elect, Chair, and Past Chair.
  - Chair-Elect positions are voted upon and Chair and Chair-Elect positions take up

their elected responsibilities in the fall at the annual conference. The Past Chair solicits nominations for the Chair-Elect (and if needed, Chair as well) through the DRI Committee mailing list. Nominations are then voted on via electronic survey and the results are announced at the annual conference.

Committee Structure

The DRI Committee's structure is quite fluid, with working groups rather than formal subcommittees. These groups are frequently, though not always, populated by a minimum of two to three people. Nonetheless, at times requiring intensive work, any member of the committee can join a workgroup on a project. Many projects or new approaches are tested by the whole committee. Examples of current workgroups are outlined below:

- *Website Group* oversees design features of website and acts as liaison with web development team and Executive Director. There is no set rotation schedule for the web team as the skills and expertise involved are very specialized and not easily replicated.
- *Social Media Group* provides guidance for POD Network and POD members on the effective use of social media tools (Twitter, Facebook, LinkedIn, etc.) in order to further communication and produces documents and sponsors sessions as appropriate to disseminate best practices in the use of social media related to POD's activities. There is no set rotation schedule as new members bring expertise in emerging technologies and contribute to the group's work as needed.
- *Electronic Conference Program Group* builds, tests and implements the mobile app program for the annual conference and works in close collaboration with the Conference Committee to ensure timely transmittal of information and updates related to the conference program. This effort is led by the Chair, assisted by Chair-Elect with additional support from all DRI Committee members for testing.
- *Digital Tools Group* (this replaces the WikiPODia group) investigates and implements new ways of using Google-based electronic resources. This can include the POD Network Open Discussion Group, guides on communication tools and archival tools for other POD committees and SIGs, replacement for WikiPODia, and implementation strategy for new features such as Badges. There is no set rotation as a unique skill set is necessary among the membership to effectively contribute to the work of this group.

Membership
- No restrictions are placed on who may join the DRI Committee or the length or intensity of their involvement.
- People who would be well-suited to the DRI Committee include POD members who are
  - curious about how POD is operated
  - curious about the technologies used to support the administration and

communications of a non-profit, largely volunteer organization
- ○ knowledgeable or, more importantly, eager to learn about technologies that support long-distance communication and collaborative workflows; apps that orient and inform conference attendees; ways in which social media may be effectively employed by working groups in the organization; web architecture that supports internal information-sharing and member needs, as well as external branding and communications.
- Members are recruited during the annual conference via one-to-one conversation and via individual direct outreach, usually over email.
- New members are given access to the committee's Google groups folder and added to the Slack channel and email list.

Signature Work of the Committee
- The DRI Committee's key ongoing projects include managing the POD Network website and WikiPODia (and/or its replacement), evaluating and making recommendations regarding apps to support the conference experience, making recommendations to Core and member groups regarding the use of social media, and considering new and developing technologies that may contribute to POD members' experiences and effectiveness within the organization and in their own professional capacity.
- The DRI Committee practices, and celebrates, a model of deep collaboration centered on distributed leadership. Any member with capacity and interest may volunteer to take part in a project in any of the DRI Committee's work groups. They may also volunteer to take on "leadership" responsibilities such as evaluating technologies, outlining and reporting on findings and recommendations, leading segments of the DRI Committee monthly meetings, and reporting recommendations to POD leadership. The Committee routinely shares its work with all members via monthly Zoom meetings and, for those unable to attend, via a dedicated Google folder containing the video, audio, and chat files from those meetings.

Committee-Related Policies and Guidelines
- The DRI Committee makes all documents available to all committee members as needed and appropriate to facilitate communication, effective exploration and transparency.

IV.B.4.5. External Partnerships and Outreach Committee (EPOC)

Google Email: epoc@podnetwork.org
Google List: epoc-list@podnetwork.org

Charge
Working in close collaboration with the Executive Committee, the External Partnerships and Outreach Committee will
1. vet all partnership requests;
2. funnel request to the working committee or POD members whose charge or expertise most closely aligns with proposed partnership;
3. oversee processes and guidelines related to partnerships, advocacy, and outreach for the organization;
4. manage the prioritizing and vetting processes involved in committing to partnership requests, and where necessary, limit requests; and
5. coordinate work of the EPOC members related to outreach.

Note: "outreach" work that falls under the purview of this committee is primarily outreach for the purposes of establishing external affiliations and partnerships. Outreach intended to increase or enhance membership within the POD Network falls under the purview of the Membership Committee, yet some outreach endeavors of EPOC and Membership may overlap.

Committee Leadership Structure and Responsibilities
The EPOC Chair is a current or past member of the Core Committee, who serves a three-year term (Chair-Elect, Chair, Past Chair). EPOC Chair-Elect vacancies are filled by recruiting Core Committee members (ideally those who have served on EPOC). Partnership and Outreach Sub-Committee Chairs are current members of the POD Network, each serving a three-year term.

Committee Structure
The EPOC consists of
● Leadership Committee (EPOC Chair, Chair-Elect, and Past Chair), President, Executive Director, plus both Sub-Committee Chairs (7)
● Partnership Subcommittee oversees the partnership process outlined below.
● Outreach & Advocacy Subcommittee oversees the outreach and advocacy processes outlined below.

Membership
EPOC is open to all members of the POD Network interested in developing and reviewing guidelines related to advocacy, outreach and partnerships. EPOC members also assist with increasing the awareness of outreach materials, help with the dissemination of outreach materials, and/or act as EPOC Ambassadors. (EPOC Ambassadors are EPOC members who

receive outreach training to represent the POD Network at conferences and other events.)

The EPOC consists of at least 8 members:
1) EPOC Chair, current or past member of the Core Committee (the chair role transitions annually at the end of the spring Core Committee meeting)
2) President, co-chair
3) Executive Director (non-voting)
4) Partnership Subcommittee Chair, *at-large member*
5) Outreach Subcommittee Chair, *at-large member*
6) Core Member, *who is eligible to become Chair (potential Chair-Elect)*
7) Core Member, *who is eligible to become Chair (potential Chair-Elect)*
8) Past EPOC Chair
9) Additional Subcommittee members, *at large members*

Signature Work of the Committee
EPOC provides support, guidance, and resources to support advocacy, outreach, and partnership activities of the POD network to expand the impact of the POD institutional, national, and international levels. While not charged with membership outreach duties, EPOC strives to impact individuals through its activities by empowering POD members to share best practices and other resources that represent the work of POD. The following sections outline the policies and guidelines EPOC follows to ensure that outreach, advocacy, and partnership activities positively represent the POD Network and its membership

EPOC Policies and Guidelines

Guidelines for Advocacy
The EPOC Leadership Committee will work with the Core Committee to regularly review the definition of advocacy established in Section I.A.4.C. EPOC will not oversee advocacy statements issued by the Executive Committee or Core. EPOC will oversee the POD Speaks publication.

POD Speaks
In alignment with the definition of advocacy established in Section I.A.4.C, this section outlines guidelines for POD Speaks papers, short (1,000 - 1,500) white papers, written with a higher education professional audience in mind and suitable for potential republication. They are developed according to this process:

(1) A call for papers is posted on the POD Network website. EPOC Leadership Committee and Executive Committee members may also invite submissions.
(2) Papers are blind reviewed by a team of POD Network members:
    o Does the proposal promote the POD Network mission, goals, and values?

○   Does the proposal clearly articulate a topic that advocates for the work of
    educational developers underscoring the value of expertise of the POD
    Network?
○   Will the topic of the proposed paper be meaningful to a general higher
    education audience?
○   Is the proposed paper grounded in current research?

Guidelines for Outreach
Outreach, for the purposes of the work of EPOC, describes activities that empower POD
members to assist in increasing awareness of the POD Network, promoting the work of
POD, enhancing the POD mission, and becoming EPOC Outreach Ambassadors of POD at
their institutions and through their professional connections with other organizations.

Guidelines for Partnership Development
The POD Network embraces and advances appropriate collaborations and partnerships with
other organizations or companies whose work supports the field of educational
development within higher education. POD Network outreach may take two forms: (1)
short-term, often project-based collaborations; and (2) partnerships, or longer-term
professional affiliations or reciprocal contractual relationships with other academic or non-
profit organizations, businesses, or corporate entities.

All potential partnerships will be vetted using the following criteria:
●   Partnerships should align with and support the mission, values, goals, and long-term
    sustainability of the POD Network;
●   Partnerships should demonstrate potential positive impact on the POD Network,
    POD Network membership, and/or the field of educational development;
●   Partnerships should reflect the ethical guidelines consistent with our practice,
    including respect for the confidential nature of our work;

Additionally, the following criteria should be considered for most partnerships but there
may be conditions where they do not apply at all:
●   Partnerships should be based on the principles of reciprocity and mutual benefit;
●   Partnerships should be public and transparent to all stakeholders.

POD Network members who have been approved to undertake any partnerships or
initiatives should do so as representatives of the POD Network first, not as individuals
seeking primarily to promote their individual careers (including selling books, offering
workshops, etc.) or to pursue personal financial gain.

Often, the POD Network establishes collaborative relationships through a one-year pilot in
which there are written (email) agreements between the external organization and one or
more POD Network committees or SIGs, approved by the Executive Committee. However,

before undertaking work on any long-term arrangement (here, defined as a partnership on behalf of the POD Network), a signed Memorandum of Understanding (MOU) must be in place. The EPOC Leadership Team will work with the Executive Committee and the leaders / coordinators of approved initiatives to develop and finalize the MOU process with partners. If there is any profit sharing with organizations, it needs to be included in the MOU.

Approved partnerships will require a formal, written exchange of terms, conditions, renewal options, respective responsibilities, financial agreements, stakeholders, maintenance, or other related items before taking effect. These agreements will specify the organizational or role- based stakeholders, e.g., an agreement is made with "the editor of *To Improve the Academy*" or with "the chair of the X Committee," not with an individual who will rotate out of that position. These guidelines and principles will be made available to the public and the POD Network membership through publication on the POD Network website. Any changes to these policies and procedures will be reported in the POD Network Newsletter or another vehicle distributed to all members.

Currently, the POD Network participates in different types of external partnerships and outreach, including those with vendors, affiliates, partners, and as consultant or as a public endorsement with reciprocal benefit. EPOC is focused on partners.

Vendor
The POD Network contracts with commercial businesses for goods and services. For the most part, these vendor relationships are not formal partnerships. They come in three distinct types: 1.) contractual service providers, 2.) conference vendors, and 3.) contractual partners. Transactions between the POD Network Executive Director and contractual service providers or conference vendors (using a previously established process) do NOT fall under the purview of the EPOC committee. All other contractual partnerships for which there is a reciprocal relationship should follow the EPOC guidelines and vetting process.

Partner
POD Network partnerships consist of reciprocal financial or other substantive relationship with other businesses, organizations, or corporations.

Consultant
When POD Network leaders, on behalf of the POD Network, are asked to provide consultation for a project, product, or initiative, these requests should be vetted through the Executive and EPOC committees. POD Network leaders should distinguish between personal and organizational consultations when serving in a leadership position.

Public Endorsement
Before agreeing to publicly endorse a project, product, or initiative, the POD Network should be directly involved in the creation, sponsorship, or evaluation of such a product.

Any public endorsement must be aligned with the criteria named above for potential partnerships. POD Network leaders should distinguish between personal and organizational endorsements, when speaking as an individual.

POD Network Partnership Process

Step 1: Pilot Requests—Pilot partnership requests may come from a variety of sources (POD members, POD committees, EPOC, or other individuals/organizations). Requests typically are made to a member of the Executive Committee or EPOC. Upon receiving the request, the Chair of EPOC will connect with the most appropriate committee or SIG for consideration or, in the case of large-scale, organization-wide partnerships, the Executive Committee. If the chair of the committee/SIG(s) agrees to move forward, a pilot is established. Pilot arrangements should involve the following elements: formal agreements made in writing (e.g., email, draft MOU), evaluation data are collected to offer evidence in favor or against sustainability of the request, and the Executive Director and chair of EPOC are kept appraised of the status of the pilot. If deemed worthy of sustaining by the POD Executive Committee, the pilot should move to the next step.

Step 2: Formalizing Partnerships—Requests to formalize partnerships should be made directly to the Chair of EPOC. Potential partners will submit an application/proposal/draft MOU to EPOC in collaboration with members of select POD committees, SIGs, or EPOC. Partnership applications, proposals, or draft MOUs should include the following elements (Note: Items do not have to appear in order. If there is existing documentation for the partnership, applicants are encouraged to include that in lieu of or in addition to these items.):

- Contact information for all stakeholders involved in the partnership. As noted above, to sustain long-term partnerships, agreements will specify the organizational or role-based stakeholders, e.g., an agreement is made with "the editor of X" or with "the chair of the Y Committee," not with an individual who will rotate out of that position.
- Abstract of the proposed partnership, including stakeholders involved, length of partnership, and primary activities.
- Statement of purpose for the partnership (should include attention to partnership criteria, as above). Statement may not exceed 3 pages in length.
- Disclosure of any legal, financial, or other compliance issues relevant to the partnership. Draft or sample contracts are encouraged.
- Other relevant information regarding the potential partner (e.g. URLs, brochures, annual reports).

Step 3: Committee Review--The EPOC Leadership Committee in consultation with appropriate committee/SIG will review the partnership details using a rubric applying the criteria listed above in a timely fashion, not to exceed 60 days from

receipt. The committee may choose to consult other experts, POD members, or POD committees to reach a decision, noting involvement of these entities in the recommendation. Approval will follow the established procedures for that committee (e.g., majority vote). Should a proposal be rejected at any stage in the process, the Executive Director will contact those involved directly.

Step 4: Core Committee Approval--Once approved by EPOC Leadership, the chair of EPOC will send the final draft MOU to the Core Committee for consideration.

The fully constituted Core Committee approve all partnership MOUs once vetted by the appropriate standing committee EPOC, and the Executive Committee. The Core Committee may choose to accept the MOU or reject it with cause.

The Executive Director is responsible for considerations of organizational capacity. Their review of applications will take into consideration whether proposed partnerships are feasible and sustainable with the current level of POD human and financial resources.

Step 5: Execution--The POD Network office in collaboration with appropriate standing committees or POD members will oversee the action items outlined in the MOU.

IV.B.4.6. Grants Committee

Google Email: grants@podnetwork.org
Google list: grants-list@podnetwork.org

Committee Charge
Each year the POD Network will have the option of providing funding for grants that support the mission of the organization. The purpose of the Grants Committee is to oversee the announcement of the Research, Early Researcher, and Start-Up Grants Programs and the selection and award process.

Committee Leadership Structure and Responsibilities
In addition to general expectations for standing committee chairs as described in GM Section I.B.12, the Grants Committee Chair will:
- Recruit members of the Grants Committee.
- Announce the call for proposals to the membership (through multiple channels, e.g., newsletter, email to membership, web site, listserv) usually in late January or early February. The announcement will include the following:
  - the purpose for the grants
  - eligibility
  - due date
  - amount available
  - submission process
  - evaluation criteria
  - review process
  - names of the current Grants Committee chair
  - grant time period
  - obligations of grant recipients

  N.B.: It is helpful to make available examples of previous projects that have been funded.
- Receive the grant proposals and provide copies without any person's or institution's name to the members of the committee for blind review. The chair facilitates the evaluation process and does not vote.

Chair-Election and term limits
The new chair is recruited by the current chair and serves for a minimum of two years with guidance from the past chair.

Committee Structure
The Grants Committee operates as a singular body with the "chair" and "member" as the only distinct roles. The chair does not vote on the grant submissions.

Membership

- The Grants Committee shall consist of at least five members, at least two of whom shall be previous recipients of grants.
- Members are expected to serve at least two-year terms.
- Members will be recruited during the same time period that the call for grant proposals comes out (usually late January or early February)

Signature Work of the Committee
- Members of the Grants Committee will use the announced criteria to conduct a blind review of the submissions, the committee will vote and meet online, if necessary, for discussion. The chair will make a recommendation for funding to the Core Committee (by the end of March). This Core Committee vote takes place virtually if it cannot take place at the spring Core meeting.
- Grant recipients and non-recipients will be notified through an official letter from the Grants Committee chairperson in April. Because POD promotes formative processes, general feedback from the evaluating committee will be available upon request to non-recipients.
- Individuals submitting proposals for the POD Grants Program must have been a POD member for at least 12 months. Dissertation research may not be funded through the POD Grants Committee.
- Recipients submit a progress report in January and a final report in September. They submit their research project to the POD conference and/or *To Improve the Academy* and cite POD Grants funding in all presentations and publications.

Committee-Related Policies and Guidelines
- The Grants Review process is single-blind to avoid conflicts of interest. Members of the committee from institutions or research teams submitting proposals are expected to recuse themselves.

Start-Up Grant Subcommittee
Charge
Seeks to support community-building regarding teaching and learning including activities that support and/or promote educational development on campus, including but not limited to the creation of a teaching center through a one-time grant.

Membership
The membership of the Start-up Grant Award Subcommittee consists of the Executive Director, a member of the Core Committee (ideally, the Grants Committee Core representative), and one POD member-at-large. The chair of the subcommittee will be the current Core Committee member.

Leadership Structure & Responsibilities

The chair and member-at-large serve two-year terms. Grant applications are reviewed on a quarterly basis by the three members of the subcommittee. At the end of each quarter (in September, December, March, and June), the Executive Director shares all grant applications with the other two subcommittee members. Letters should indicate the on-campus educational development support they are proposing, how specifically they plan to use the start-up funds, and information about the college or university, including whether or not the institution has a teaching center. POD membership is not required. Preference should be given to applications from institutions that do not currently have a teaching center or its equivalent. Applications may be denied, awarded, or returned to the applicant for clarification.

IV.B.4.7. Membership Committee

Google Email: membership@podnetwork.org
Google List: membership-pod@podnetwork.org

Committee Charge
The Membership Committee advises the Core and Executive Committees on a range of membership topics, including but not limited to marketing, recruiting, retention, membership benefits, membership satisfaction, and trends in membership.

Committee Leadership Structure and Responsibilities
The Membership Committee includes both an Executive Board and general committee members associated with projects.

Executive Board
The Membership Committee's Executive Board consists of a Chair, and at least three (3) but no more than five (5) additional members. The Executive Board must always have at least one member currently serving on the Core Committee and acting as the Core Representative. Whenever possible, the Chair shall be a member of the Core Committee. In the rare event that no Executive Board member is serving on the Core Committee, a Core Committee member will be appointed to serve as Core Representative. The President and Executive Director serve as ex-officio non-voting members.

Responsibilities of Chair
In addition to general expectations for standing committee chairs as described in GM Section I.B.12, responsibilities of the Membership Committee Chair include:
- Facilitate and coordinate the work of the committee and maintain regular communication with the Executive Board and the general members of the committee.
- Act as liaison to other POD committees for matters pertaining to membership issues. When appropriate, the Chair delegates responsibilities to the Executive Board and/or general members.
- Oversee the development of biannual reports, distribute the compiled reports to the full committee for feedback and comment, and submit final reports to the Executive Director in a timely manner. In the fall, submit, as well, a one-page summary of committee activities for inclusion on the POD website.
- In collaboration with the Executive Board and with input from the general members, formulate goals for the coming year and identify resources needed to carry out the work.

- Outline and present to the Core Committee any budget requests or proposals that have been approved by the committee and need the approval of the Core Committee.
- Maintain a list of Executive Board members and general members.
- Maintain an archive of committee resources, including, for example, project calendars and outlines, meeting minutes, member lists, and committee reports.
- Request general committee members to reconfirm their interest in participating in committee work annually.
- Oversee the Executive Board selection process.
- Regularly review and update, as needed, the committee's section of POD's Governance Manual.

Responsibilities of the Executive Board
The Executive Board is responsible for setting the committee's overall strategic direction. Board members also serve as coordinators for developing and ongoing projects, which includes organizing, facilitating, reporting on the status of projects, and seeking input as needed.

Responsibilities of General Committee Members
General committee members support projects initiated and overseen by the Executive Board.

Term Limits
Executive Board members, including the Chair, serve up to three-year terms. Terms begin and end immediately following the fall Core Committee meeting. The out-going Chair remains with the committee and supports the Executive Board for an additional year as Past Chair so that transfer in leadership is seamless and efficient. The Past Chair serves as mentor to the incoming Chair.

Executive Board members may serve no more than two consecutive terms but may continue to serve on the general committee without interruption.

There is no term limit for general committee members. The Chair will request general committee members to reconfirm their interest in participating in committee work annually following the fall Core meeting.

Process of Electing a Chair
Upon the completion of the fall conference of the current chair's second year, the current chair will ask for nominations and self-nominations of individuals interested in serving as chair for the Membership Committee. Nominations will be allowed for a period of two weeks. After the nomination period, nominations will be closed, and an

election will be held among current Membership Committee members. The nominee with the most votes will be the considered the Chair-Elect and will serve until the end of the current chair's term, taking over for the next term as committee chair at the next fall conference.

Executive Board Selection Procedures

Selection of the Executive Board, including the Chair, will consist of self-nomination, vote by the full Membership Committee, and approval by the POD President. Details include:

- Following the fall Core meeting, the Chair will identify which Executive Board members will be completing their terms.
- Prior to the spring Core meeting, the Chair will solicit self-nominations from the general membership committee for open seats on the Executive Board. Nominees must be active members of POD and have at least two years of POD membership. If no self-nominations are received from the general membership committee, self-nominations will be solicited first from the Core Committee and then the full organization membership via the POD listserv. Self-nomination will consist of a brief statement of interest, a list of recent activities related to POD committee work, and a short list of goals or aspirations for the Membership Committee.
- The Chair will collect all self-nominations and make them available to the full membership committee for review.
- If there are two or more self-nominations for any open position, elections will be held, with votes cast via anonymous online survey. In the event of a tie, the current Executive Board, in consultation with the POD President, will make the final selection.
- If an Executive Board member is unable or unwilling to complete a full term, self-nominations will be requested, and the position filled off-cycle and as quickly as possible. If the Chair position is vacated, an appointed member of Core will assume chair responsibilities until a new chair is selected.

Membership

The Executive Board is elected from the general membership with two years of POD membership. General membership is open to any member of POD.

Signature Work of the Committee

- Crafts, administers and shares results of a "Membership Survey" every five years. Draw to the attention of relevant committees important issues raised in the survey.
- Oversees Membership "Join" and "Renew" processes
- Coordinates "Introduction to the POD Network for 1st-Time Attendees" session for the annual conference
- Coordinates "Conference Buddy Program" for the annual conference

- Highlights benefits for members by synthesizing information from relevant committees

Committee-Related Policies and Guidelines

Document the process for projects using a shared platform for sustainability.

IV.B.4.8. Professional Development Committee

Google Email: pdc@podnetwork.org
Group List: pdc-list@podnetwork.org

Committee Charge

The Professional Development Committee (PDC) is charged with responding to the diverse professional development needs of POD members at various career stages and different institutional types. The PDC works with the Grants and Membership Committees to develop and review periodic membership surveys, the results of which help the PDC to determine professional development needs of the membership. PDC coordinates the development, offering, and assessment of programming in a variety of venues.

Committee Leadership Structure and Responsibilities

The committee uses a Chair, Chair-Elect and Past Chair rotation. In addition to general expectations for standing committee chairs as described in GM Section I.B.12, the chair of PDC serves a one-year term, working closely with the Past Chair and Chair-Elect. Normally, the Chair-Elect volunteers to accept the position from within the committee each October, prior to the leadership transition that coincides with the annual conference. The Chair-Elect retains this position for one year preparing to take on the role of Chair in November of the following year when the term of the previous Chair ends.

If the Chair is not a member of the Core Committee, a committee member who also serves on the Core Committee will function as Core Representative for the PDC. Ideally, at least one member of the PDC will be a current member of the Core Committee.

Committee Structure

The PDC normally accomplishes its work through a changing set of subcommittees and ad hoc committees chaired by its members, the structure of which is flexible in order to accommodate changing professional development needs and programming over time. The PDC regularly invites new POD members to join and guides them into increasing levels of responsibility so that PDC members are ready to become subcommittee, and ultimately committee, chairs.

Particularly for more expansive projects, subcommittee chairs may recruit additional help from outside the committee. Each of the signature programs described below has a standing subcommittee that is directly involved in that program. Ad hoc subcommittees arise for pilot projects, or to fill specific needs such as vetting a potential partnership with another organization. In addition, one or more committee members may serve as liaisons to other committees.

Membership
The PDC is open to membership from interested POD members. The size of the membership for the PDC fluctuates and is determined by the Chair, Past Chair, and Chair-Elect in relation to the size and complexity of current work and professional development offerings. Committee members serve three-year terms that may be renewed. New members are recruited through open calls to the membership and through recommendations of current committee members. See I.B.12 for general language about committee membership information.

Signature Work of the Committee
The Committee manages one ongoing project in collaboration with another organization and is investigating a second. The current collaboration is specifically targeted at mid-career educational developers with a focus on organizational development.

POD-AAC&U Organizational Development Institute: Immediately before the Association of American Colleges and Universities (AAC&U) Annual Meeting/Conference, POD conducts a one-day institute targeted at POD members. The committee is responsible for recruiting experienced facilitators for the institute and for working with POD's Executive Director, the AAC&U Conference Coordinator and the Institute facilitators on supporting logistics.

As part of the POD-AAC&U collaboration, the Committee also recruits facilitators for two POD-sponsored sessions at the AAC&U Conference: a three-hour pre-conference session and a concurrent session. The target audience for these sessions is AAC&U members and conference attendees.

The committee has developed a detailed set of operating procedures, including proposal review rubrics, for the Institute and POD-sponsored sessions.

Pilot Project: The Association for the Assessment of Learning in Higher Education (AALHE) and POD Network are in the early stages of piloting a collaboration. PDC works with AALHE to identify a presenter to represent POD Network at the annual AALHE conference and will facilitate communication between AALHE and the Conference Committee for a reciprocal arrangement.

N.B.: The PDC facilitated two bi-annual Leadership Institutes. After the third CFP did not yield proposals, the PDC re-evaluated this offering and opted to try a pilot series of Virtual Roundtables on Leadership, offered via videoconferencing. The pilot was successful, and the committee plans to continue to offer the series.

A subcommittee is developing a process for identifying potential facilitators based on presentations at the annual conference.

POD Institute for New Educational Developers (POD INED):
In cooperation with the Executive and Core Committees, the Committee manages the call
for proposals process for institutions wishing to sponsor the INED including the review of
proposals and recommendation of the sponsoring institution for Core approval. PDC
representatives consult with INED directors at the sponsoring institutions on an as-needed
basis to assist them in early planning and assure continuity and integration with POD
Network values and expectations.

Online Programming.
The Committee has experimented with a series of Virtual Roundtables and is continuing to
explore ways to expand the POD Network's support for its members. For example, PDC is
planning to pilot the coordination of MasterMind groups to connect individuals with similar
interests beyond the annual conference.

Presence at POD Conference:
The Committee maintains a presence at the POD conference, normally through POD-
sponsored sessions related to professional development (*Getting Started* and *How's It
Going?*) and through a table at the Resource Fair.

IV.B.4.9. Scholarship Committee

Google Email: scholarship@podnetwork.org
Google List: scholarship-list@podnetwork.org

Charge
The mission of the Scholarship Committee is to support the POD Network's strategic goal of "advancing evidence-based practice" through the fostering of the development, application, and dissemination of research, scholarship, and creative works related to educational development and the membership of the POD Network.

Membership
The Scholarship Committee is open to all interested members of POD. The editors of POD-sponsored publications (see list below) will serve as ex-officio members.

Duties/responsibilities
In addition to general expectations for standing committee chairs as described in GM section I.B.12, the chair(s) of Scholarship Committee serve a three-year term as Chair-Elect, chair and past-chair. The chair or past chair serves as the liaison to the Core committee, facilitates the yearly elections for subcommittee chairs, and oversees meetings of the executive committee (which consists of Chair-Elect, Chair, Past Chair, and four subcommittee chairs). Chair-Elect and subcommittee chair positions are voted upon and implemented at the fall meeting at the annual conference. A Chair-Elect-in-training is recruited to help build leadership capacity. The Scholarship executive committee is also responsible for communicating and coordinating the work of the Scholarship Committee with other POD committees, especially the Membership and Grants committees.

Process of electing new chair/chair rotation/term limits:
- The chair serves a four-year term as Chair-Elect, Chair (2 years), and Past-Chair.
- The Chair-Elect is elected every two years. Nominations are solicited by the Past-Chair prior to the fall conference and voted upon at the committee meeting at the conference.
- A Chair-Elect-in-training is recruited every two years to help build leadership capacity

Subcommittees

The Scholarship Committee will have three standing subcommittees.
- *Subcommittee on Scholarship Development*
- *Subcommittee on Scholarship Application*
- *Subcommittee on Scholarship Dissemination*

Subcommittee on Scholarship Development

This subcommittee is charged with supporting and mentoring new scholars in the field and identifying new opportunities for scholarly work.

The Subcommittee on Scholarship Development oversees the following programs and initiatives:

A. Liaison to Grants Program: The Subcommittee works closely with the Grants Committee to ensure coordinated support for new scholars and new scholarly projects.

B. New Publications: The Subcommittee oversees requests for new POD-sponsored publications. Proposals for new publications, either print or electronic, may be made by any POD member to the Scholarship Development Subcommittee and, after review, such proposals with the recommendation for action by the full Scholarship Committee, will be presented to the POD Core Committee, which will approve or reject these proposals. Proposals should be received by the Scholarship Development Subcommittee by January 15 or July 15 for consideration at either of the respective Core meetings that follow these dates. Publications should relate to the mission of POD. Proposals shall include a description of the proposed publication, a rationale for its publication by POD, and a work plan including the names of members who will be involved to the extent possible.

C. Professional development opportunities and resources: The Scholarship Development subcommittee will also identify, promote and/or disseminate opportunities, mentoring programs, and print and electronic resources intended to encourage and inform the development of research, scholarship, and creative work by POD members, especially in the early stages of the scholarship process.

Subcommittee on Scholarship Application
This subcommittee is charged with facilitating effective applications of scholarship in the field, including those initiated by or through the subcommittee and those developed by POD members.

A. Online Directory: The subcommittee maintains an accessible online directory of POD researchers and scholars.

B. Survey Support: The subcommittee will review requests for POD-sponsored surveys, requests for data from POD-sponsored surveys, maintain the schedule for POD-sponsored surveys, and communicate recommendations to the POD Executive Committee, according to the guidelines, the Review Process and Criteria defined on the Scholarship Committee's wikiPODia page, under the heading "Resources for Conducting Research," and subheadings "Access to Data from POD-sponsored Surveys" and "Requests to Conduct POD-sponsored Surveys."

The subcommittee will schedule, disseminate, collect, and archive questions and data from the POD Membership Survey, as developed by the POD Membership Committee.

C. Research Projects: When appropriate interest and support are available, the Scholarship Application Subcommittee may choose to initiate, facilitate and/or conduct collaborative research projects that advance the mission and goals of the organization.

Proposals for new research projects may be made by the Scholarship Application Subcommittee and, after review, such proposals with the recommendation for action by the full Scholarship Committee, will be presented to the POD Core Committee, which will approve or reject these proposals. Proposed projects should relate to the mission of POD and the proposals must include a description of the project (including methodology and nature of evidence collected), a rationale (including literature review) and a work plan (including a timeline and the names of members who will be involved to the extent possible).

D. Professional development opportunities and resources as related to research/scholarship/creative works: The Scholarship Application Subcommittee will also identify, promote, and/or disseminate opportunities, as well as print and electronic resources intended to broaden, deepen, and facilitate research, scholarship, and creative projects by POD members, especially as they extend the application and impact of their work and advance the field of educational development.

Subcommittee on Scholarship Dissemination
This subcommittee is charged with education, communication, distribution, and dissemination of completed research, scholarship, and creative works.

A. Publication Agreements

Publishers: The Core Committee, with advice from the Scholarship Dissemination Subcommittee and the Executive Committee, will determine the publisher for all POD publications. Negotiations will be conducted by the Executive Director in consultation with the publication's author(s) and/or editor(s) and with the Executive Committee and/or the Core Committee. The Scholarship Dissemination Subcommittee and the Executive Director will conduct periodic reviews of agreements with publishers and advise the Core Committee on all related matters.

Authors and Editors: Authors or editors of POD publications will sign a letter of agreement relating to the substance and timetable for completion of the

publication. This agreement shall include a statement on royalties or no royalties.

B. Copyright, Revisions, & Permissions

Copyright: POD publications will carry a copyright with the following permission printed underneath: "The contents of this volume have been copyrighted to protect the authors. Nevertheless, consistent with the networking and resource-sharing functions of POD, readers are encouraged to reproduce these materials for noncommercial educational and research use as long as the source is identified, and the integrity of the materials is preserved." Use of copyrighted materials in other publications intended for sale requires written permission of the Executive Director. Those who have obtained this permission shall cite the original source and furnish POD with two copies of the final publication.

Revisions: When existing stock of a publication is depleted or when a publication has not been reviewed for a period of two years, the Scholarship Dissemination Subcommittee shall undertake a review to determine if revisions and/or a reissue are recommended. Revised manuscripts will follow the publications procedures outlined below. Reissues will follow all but the review and design stages, unless recommendations for change have been made by the Committee.

Permissions: Requests for reprint permission from *To Improve the Academy* shall be handled by the Executive Director. The Scholarship Dissemination Subcommittee shall recommend the fee schedule, if any, for reprint permissions. A listing of reprint requests shall be provided annually to the Scholarship Committee by the Executive Director and the appropriate editors. Permission to reprint may be granted only if the request is for a purpose in accord with the mission of POD.

C. Professional development opportunities and resources:
The Scholarship Application subcommittee will also develop and distribute opportunities and resources intended to facilitate the dissemination of research and evidence-based practice in the field.

POD Network Scholarship
    Description: POD Network Scholarship consists of *scholarly artifacts* including research, reports, speeches, occasional paper/reports or related items that are disseminated to the membership that are closely aligned with the mission, values, and current initiatives associated with the organization as a whole.
    After undergoing a rigorous review process to determine if they meet the standards specified below, such artifacts will have the designation "POD Network Scholarship" and will be disseminated through appropriate organizational communication channels.

[It should be noted that POD network scholarship is distinct from scholarship that receives support from the organization or its members, such as grants or consultations. The recipients of such support are not expected to utilize the POD network scholarship process.]

Criteria: POD Network Scholarship must be deemed to be of *highest level of quality*, *broad relevance to the membership*, *significant impact on the field*, and *timely utility* while also being *appropriate* for the roles, values, and responsibilities of the organization.

- POD Network Scholarship is not intended for disseminating the on-going work of the POD Network or its partners. See section IV.B.4.5. External Partnerships and Outreach Committee (EPOC) on additional opportunities for dissemination.
- POD Network Scholarship should not be previously published.
- POD Network Scholarship may not be intended to benefit or credit primarily one individual, interest group, center for teaching and learning (CTL), institution or organization other than the POD Network.
- POD Network Scholarship should follow conflict of interest guidelines established in III.A.2.2 (Conflict of Interest Policy) and III.A.2.3 (Conflict of Interest Policies for POD Committees and SIGs).
- POD Network Scholarship may not be reproduced elsewhere without the written permission of the organization (unless otherwise stated).
- POD Network Scholarship should have a clear and compelling alignment with the overall mission, values, and strategic goals of the organization.
- POD Network Scholarship should be inclusive and mindful of the diversity of the membership.
- The POD Network designation should only be used when other available dissemination channels are deemed insufficient in meeting the needs of the membership.

Process: A request for consideration must be made to and/or by a current member of the POD Network's executive committee or directly to the current chair of the Scholarship Committee.

1. A request for consideration must include a short, written application, in which the applicant indicates how the proposed artifact meets the criteria for inclusion.
2. The request will be given to the chair of the Scholarship Committee, who convenes a three-person panel to review the request.
   - At least one member of the panel must be a current elected member of the POD Network's Core committee.
   - The panel should not contain members who have worked directly with the

                  requestor(s) over the past three years.

3. The panel will review the request and determine whether or not it meets the specified criteria. The review process is double-blind. The name of the requestor(s) will not be revealed to the members of the review panel; nor will the names of the members of the review panel be divulged to the requestor(s).

4. The requester will receive a decision within 30 days of submitting the request.
   - The panel may choose to provide written feedback to explicate their decision, but such feedback would be optional.
   - The decision of the panel is final and may not be appealed, though a request could be revised based on feedback and re-submitted for consideration, thereby undergoing the full process again.

Approved artifacts may be labelled or referred to as "POD Network scholarship."

Approved artifacts will be considered the intellectual property of the POD Network unless otherwise specified (and such specification should be included in the application materials).

D. POD Sponsored Publications:
Unless otherwise designated, oversight for POD sponsored publications (listed below) falls under the purview the Subcommittee on Scholarship Dissemination.

To Improve the Academy: A Journal of Educational Development (TIA)
Description: To Improve the Academy is a scholarly journal relating to faculty, TA, instructional, and organizational development. The contents of the journal may come from sessions that have been presented at the annual POD conference, but other manuscripts are also encouraged. The issues should reflect the mission of POD and maintain a consistent quality and appearance. Each volume should contain the approved statement on the "Ethical Guidelines."

Selection of Editors: The Editor and Associate Editor(s) of *To Improve the Academy* will be appointed by the Core Committee with recommendations from the Scholarship Committee, and this process shall include assessment of editorial skills. To encourage interested persons to come forward, a self-nomination form shall be sent to the membership. Self-nominations shall be returned to the next editor of *To Improve the Academy*, who will work with the members of the Scholarship Committee to choose the Associate Editor. Both the Editor and the Associate Editor(s) shall serve two-year terms, and the Associate Editor(s) shall ascend to the position of Editor. If the Editor or Associate Editor(s) are unable to complete their terms, the Scholarship Committee will review past self-nominations and appoint a replacement.

Responsibilities and Terms of Service of Editors:
The Editor will:
   a) Solicit manuscripts

b) Manage communication
c) Work with reviewers to decide on acceptances
d) Edit and proofread the volume,
e) Work with the Executive Director and the publisher through the production and dissemination process.
f) Submit report of TIA work to Scholarship Chair for inclusion in the Scholarship Committee's twice-yearly report to Core. The TIA report must use the current standardized Core report template and include information about number of manuscripts and invited essays received as well as the acceptance, revise & resubmit, and rejection rate.
g) Attend the Scholarship committee meeting at the POD annual conference or appoint a substitute to attend on their behalf.

To Improve the Academy Editorial Board: The TIA Editorial Board serves to advise the editors of TIA on policy, procedures, strategic directions, and other issues relevant to the flourishing of the publication. The Editorial Board is advisory to the TIA editors and, ultimately, to the POD network and its leadership.

Responsibilities:
The Members of the Editorial Board will
a. Recommend policies and procedures for journal operations, marketing, and related activities;
b. Oversee negotiations with TIA publisher(s) (to be recommended to Core);
c. Develop short- and long-range planning for the content and dissemination of TIA; and
d. Promote both the quality and quantity of work published in TIA, as appropriate.
e. Appoint a representative to attend the Scholarship committee meeting at the POD annual conference to report during the Scholarship Committee's meetings.

Membership and Terms:

The TIA Editorial Board shall consist of at least eight (8) members, to include the following:
1. TIA Editor (ex-officio)
2. TIA Associate Editor (ex-officio)
3. Previous TIA Editor (ex-officio)
4. Current POD President (or designated representative) (ex-officio)
5. Four (4) or more POD Members (1 member will be from outside the U.S.)

The Editor of *To Improve the Academy*, in consultation with the Chair of the Scholarship Committee, will oversee the process by which members of the Editorial Board are selected. General Editorial Board members will serve two-year terms. Ex-officio members will serve as their terms indicate. Initial terms will be staggered so that half of the general members rotate off the committee each year. The TIA Editor will serve as Chair of the Editorial Board.

Selection of Reviewers: Reviewers of *To Improve the Academy* shall be chosen from the POD membership through a self-nomination process. The editorial team will select reviewers. A call for reviewers will be issued to the general membership on an as-needed basis. Reviewers are then chosen from qualified self-nominations. Reviewers will remain eligible to review until they choose to be removed from the pool of reviewers for the journal.

Dissemination: To Improve the Academy shall be made available electronically to all members as part of their membership benefit and can be accessed through the POD Network website. Members will be notified when new issues are made available. All authors shall receive electronic copies of their proofs upon publication.

Thriving in Academe

Description: Thriving in Academe is a four-page article on teaching and learning in higher education, published as a collaboration between POD and the National Education Association (NEA). "Thriving" appears as a column in the NEA periodical publication *The Advocate*. Each publishing year will involve 5-6 articles, depending on the NEA publishing schedule.

Terms of Service and Selection of Editor: The editor of *Thriving in Academe* is appointed by the Scholarship Committee on the basis of self-nomination, and the process shall include assessment of editorial skills. The current Editor of the series shall receive a complimentary subscription to the series.

Distribution: The readership of *The Advocate* is approximately 150,000. It is available free, online, and distributed in print form to NEA members.

A Guide to Faculty Development (3rd edition)

General Policies for POD Publications

Design

It shall be the policy of the POD Network that all printed publications, including flyers, announcements, and advertisements printed by the organization display the POD Network logo. Certain publications may also have their own logo. Wherever possible, the POD Network logo shall be printed in color. POD publications should adhere to all other approved branding guidelines (See III.A.3), as applicable.

Sustainability

The POD Network will attempt to use recycled paper and will request soybean-based, environmentally responsible ink in the printing of all documents and publications. Wherever feasible, a notice (recycled paper and soybean-based ink icon) will be included to demonstrate the POD Network's commitment to recycling.

Distribution

Decisions on how to distribute POD publications will be made by the Core Committee on the recommendation of the Scholarship Committee. Decisions to distribute publications as part of the membership benefit will be made based on overall budget implications. The dissemination of publications will be coordinated by the Executive Director, who will fill orders directly or work with publishers for direct distribution.

Pricing

Decisions on how to price new POD publications will be made by the Executive Director and the publisher, based on printing and other costs associated with supporting the storage and dissemination of the publications. A two-tiered pricing system exists, with a lower price for POD members and a higher one for non-members.

Royalties

Authors of POD publications that are printed by POD will not receive royalties on the sales of these publications. If publications are produced by a commercial publisher that pays royalties, the royalties will be divided between POD and the author at the rate of 20%/80%. If the publication is an edited one, then the "author" is considered to be POD, and there is no sharing of royalties.

IV.B.4.10. Strategic Plan Committee

Google Email: spc@podnetwork.org
Google List: spc-list@podnetwork.org

Committee Charge

The purpose of the Strategic Plan Committee (SPC) is to guide the organization's strategic planning processes and assessment, advising and soliciting input from the Core Committee on the prioritization of the organization's work in order to achieve its goals and purpose. It accomplishes this by:

- Promoting alignment of the work of committees and SIGs with the strategic plan, identifying gaps, overlaps, and opportunities for cross-committee/SIG collaboration;
- Managing the assessment of progress toward the organization's strategic priorities, goals, and actions;
- Coordinating the work of assessment liaisons in each committee/SIG in order to 1) promote a culture of assessment in each group, and 2) solicit assessment data for organization-wide analysis;
- Ensuring the communication of the organization's progress towards its strategic goals and priorities to the Executive and Core Committees and the POD Network's broader membership, including sharing of key initiatives and markers of success;
- Organizing strategic planning activities at Core Committee meetings to assist the Core Committee in setting priorities for the organization based on strategic plan goals and progress.
- Assisting, as requested by the Executive Committee, with the development of new strategic plans for the organization.

Committee Leadership Structure and Responsibilities

The committee is led by a rotation of three chairs—Chair-Elect, Chair, and Past Chair. Each position in this sequence is a one-year appointment, and rotation occurs at the fall Core Committee meeting. The Past Chair is also responsible for leading the Assessment Subcommittee. It is recommended that individuals serve on the committee for one year before becoming Chair-Elect.

In addition to general expectations for operational committee chairs as described in GM sections I.B.12.4 and IV.B.2, the Chairs of the Strategic Plan Committee

- Act as liaisons to the organization's Manager of Digital Marketing & Communications to communicate progress and notable projects/accomplishments to the POD Network's membership;
- Communicate with each committee/SIG's Core Committee representative as needed to guide the alignment of those groups' work with the strategic plan;
- Consult with the Executive Committee to plan activities for Core Committee meetings

that foster their oversight of the strategic plan implementation;
- Provide leadership on strategic plan implementation processes and practices.

The Past Chair, in their leadership role of the Assessment Subcommittee, is also responsible for:
- Coordinating the work of assessment specialists within each committee/SIG and the Assessment Subcommittee; and
- Coordinating the collection and synthesis of assessment data.

The Chair-Elect will be selected by a majority vote of the committee members who have served on the committee for a period of at least one year. This selection will take place as part of the committee's fall meeting at the POD Network's annual conference. (Note: All members should be able to take part in this meeting and election electronically, if they are not able to attend the meeting in person.)

Committee Membership
The committee should consist of at least nine members: The President-Elect, four current or recent members of the Core Committee, and four at-large members who have not served on the Core Committee within three years. The Assessment Subcommittee should include at least two at-large members, preferably individuals who serve as Assessment Liaisons for their home committees or SIGs. Assessment Subcommittee members are also members of the larger SPC. Any member except the President-Elect may serve in a committee leadership role.

To ensure succession planning, one Core member should join the committee every year (at the spring meeting).

Committee membership is limited to four continuous years. It is possible to extend the term of service, but such situations should a) meet a significant committee need, and b) respect the goal of inclusion of new members and perspectives.

Committee Structure
The committee is led by a rotation of three chairs as outlined in the Leadership Structure section.

The Assessment Subcommittee should include the Past Chair as leader, and at least two at-large members, preferably assessment liaisons from the committees and SIGs. It is advisable that the work these liaisons do for the SPC be limited to the Assessment Subcommittee, as they have other duties within their home committees/SIGs.

At the recommendation of the Core Committee, additional (even temporary)

subcommittees may be formed, such as for the creation of a new strategic plan.

IV.B.5. Special Interest Groups (SIGs)

Special Interest Groups provide forums for individuals drawn together by a common interest and bring expertise on specific topics to the attention of the broader membership and field, make budget requests, propose sponsored sessions at the POD annual conference.

- Adjunct/Part-time Faculty
- Graduate student, Professional student, & Postdoctoral Scholar Development (GPPD)
- Healthcare Educational Development
- Learning Analytics Community (LAC)
- Mindfulness and Contemplative Pedagogy
- Scholarship of Teaching and Learning (SoTL)
- Small Colleges
- STEM (Science, Technology, Engineering, and Mathematics)
- Teaching with Technology (TWT-SIG)

IV.B.5.1. Adjunct/Part-time Faculty SIG

Google Email: adjunct-sig@podnetwork.org
Group List: adjunct-sig-pod@podnetwork.org

SIG Mission and Focus
The mission of the Adjunct/Part-Time Faculty SIG is to promote and support work on our campuses that foster adjunct and part-time faculty development. To fulfil that mission, the SIG:

- Encourages annual conference proposal submissions on related topics,
- Facilitates the annual conference SIG and Birds of a Feather (BoF) meetings that explore issues of adjunct and part-time faculty,
- Hosts an adjunct/part-faculty Google Group: adjunct-sig@podnetwork.org,
- Distributes an annual updated bibliography on adjunct and part-time faculty references and resources.

Leadership Structure and Responsibilities
The SIG has a six-member Steering Committee, each member serving for three years, moving through the following positions: Co-Chair-Elect, Co-Chair, and Past Co-Chair. The Co-Chair-Elects are elected at the annual business meeting of the Adjunct SIG, which is held at the POD conference. The Co-Chairs:

- convene the Steering Committee for planning purposes as needed;
- communicate with the Presidential Liaison;
- schedule and run the business meeting at the annual POD conference;
- promote the offering of sessions of interest and of value to SIG members;
- work with the Steering Committee to identify conference sessions of interest to faculty developers who support adjunct faculty;
- distribute that list to the Adjunct Google Group;
- identify a facilitator for the Adjunct SIG;
- report SIG activities to the Core Committee.

Membership
The Steering Committee is composed of the current Co-Chair, the immediate Past Co-Chair, the Co-Chair-Elect. General membership is open to any POD Network member who supports adjunct faculty. The Adjunct Google Group is considered the official membership list of the Adjunct SIG. To join the group, send an email to adjunct-sig@podnetwork.org.
Signature Work of the SIG
Goals:

1. VISIBILITY AT POD: Increase understanding among the POD community of the issues facing adjunct and part-time faculty and the work of the SIG. Actionable Steps:
- promote and support work on our campuses that foster adjunct and part-time

faculty development (our Mission Statement):
- Submit a proposal for a Pre-Conference Workshop for the POD Conference
- Submit specific SIG-sponsored workshop proposals for the POD Conference
- Submit a proposal for a BoF session at the POD Conference
- Report on the POD Conference Adjunct Faculty SIG Travel Fellowship to welcome more adjunct faculty to the community of faculty developers.

2. SCHOLARLY VISIBILITY: Raise the visibility of scholarly work on adjunct and part-time faculty by POD members. Actionable Steps:
- SIG leadership collaborate on published work and/or encourage/support that work among SIG members.

3. COMMUNITY: Act as a hub and resource for those who serve adjunct and part-time faculty as educational developers. Actionable Steps:
- Update the list of research/publications on adjunct issues.
- Create a shared resource on the POD Network website for faculty developers who support adjuncts to post their job descriptions, to be used as reference for Centers that want to create similar positions.
- Create and send monthly emails to the POD-Adjunct Google Group.

4. LEADERSHIP: Cultivate leadership in POD - and in Higher Education more broadly - that is attentive to the needs of part-time and adjunct faculty. Actionable Steps:
- Submit pieces to POD publications, such as POD Speaks, on the means through which faculty developers can support the adjunct faculty at their institutions.

6. OUTREACH: Connect with and mentor part-time and adjunct faculty who are interested in educational development as a career. Actionable Steps:
- Administer the POD Conference Adjunct Faculty SIG Travel Fellowship, which aims to increase participation from adjunct/part-time faculty who want to become educational developers or who are currently educational developers, and educational developers who want to provide support for adjunct/part-time faculty or who currently provide support for adjunct/part-time faculty. Recipients are asked to participate in a panel discussion at the Adjunct/Part-time Faculty SIG meeting to discuss ways in which educational developers can better support the adjunct faculty at their institution. Fellows are strongly encouraged to attend adjunct faculty-related POD sessions and are asked to submit a formal reflection on their experience within six months of attending the conference.

IV.B.5.2. Graduate Student, Professional Student, & Postdoctoral Scholar Development (GPPD) SIG

Google Email: gppd@podnetwork.org
Google Group: gppd-committe@podnetwork.org
Google Interest Group: gppd-interest-group@podnetwork.org

SIG Mission
The purpose of the Graduate Student, Professional Student, & Postdoctoral Scholar Development (GPPD) SIG is to:
- address common concerns and issues among educational developers of graduate students, professional students, and postdoctoral fellows;
- foster a sense of community for those engaging in GPPD (whether as developers, students, faculty, or administrators);
- facilitate sharing of resources and collaborative projects;
- provide background and information to the larger group of educational developers; contribute to the scholarship of GPPD;
- foster career development of graduate students, professional students, and postdoctoral scholars; and
- take a leadership role in contributing to and further defining the field of GPPD.

Leadership Structure and Responsibilities
Leadership of the GPPD SIG is composed of two co-chairs serving staggered three-year terms and a small group of leaders for each of the four Working Groups:
- Assessment and Evidence-Based Practice Working Group;
- Communications Working Group;
- Conference Working Group; and
- Diversity and Outreach Working Group.

Leadership positions in the GPPD SIG are a three-year term starting and ending at the annual POD conference. Working group leaders are elected by the SIG leadership team based on self-nomination from the larger GPPD SIG interest group. Working group leaders may self-nominate for the co-chair position and are elected by the current co-chairs and working group leaders. Leadership positions in the GPPD SIG are open to any member of POD, including faculty, graduate student professional developers, graduate students, professional students, postdoctoral fellows, visiting scholars, and administrators. A minimum of two years of POD membership and an expectation of at least three more years of membership is required to serve in a leadership role in the GPPD SIG. If no member of the GPPD SIG is a member of Core, Core will designate one of their members to serve as Core Representative to facilitate communication between the two groups.

SIG Structure

Co-Chair responsibilities:
- Facilitate and coordinate the work of the SIG and maintain regular communication with working group leaders and the larger GPPD interest group.
- Keep the SIG's Presidential Liaison apprised of the work of the SIG and provide biannual reports on the work of the SIG to POD's Core Committee.
- Act as a liaison to other POD committees for matters pertaining to graduate student/professional student/postdoctoral scholar development. When appropriate, the chair delegates responsibilities to working group leaders.
- Ensure that the GPPD Networking Lunch and GPPD SIG Business Meeting are scheduled at the POD Conference and oversee room setup and facilitation in collaboration with the SIG leadership team.
- Coordinate the annual GPPD Career Development Grant.
- In collaboration with the GPPD SIG leadership team and with input from larger interest group members, formulate goals for the coming year and communicate those goals to the SIG leadership team and interest group members.
- Outline and present to the Core Committee any budget requests or other proposals that have been approved by the GPPD SIG and need the approval of the Core Committee.
- Update the GPPD SIG's section of POD's Governance Manual as needed.

General Responsibilities of Working Group Leaders
Working Group Leaders (a small group for each of the four working groups) are responsible for organizing, facilitating, and reporting on the work of each working group. In dialogue with interest group members, working group leaders establish goals for their work annually and seek input and final approval on the proposed goals from GPPD SIG Leadership. Working group leaders keep GPPD SIG leadership apprised of the status of their work and seek input as needed.

GPPD SIG leadership meets annually at the POD conference prior to the GPPD SIG Business Meeting and gives input to the meeting agenda. As needed, they present on work at the annual GPPD SIG Business Meeting.

Focus areas of the current working groups are described below:

Assessment and Evidence-Based Practice Working Group
- Facilitates effective research and evaluation on initiatives related to the development of graduate students, professional students, and postdoctoral scholars
- Facilitates electronic meetings that further our practices
- Provides assistance on assessment of GPPD SIG activities

Communications Working Group

- Maintains the lists of GPPD-interest Google Group and GPPD SIG leadership Google Group and updates lists annually after the POD conference and as changes occur
- Publicizes the visibility of GPPD issues and concerns within the GPPD interest group, within POD, and with other higher education communities using various communication channels including social media
- Collects and disseminates resources to the GPPD interest group
- Contributes items to the POD newsletter regarding GPPD SIG news

Conference Working Group
- Provides mentorship to POD proposals
- Coordinates proposal of major GPPD conference sessions (e.g., GPPD Showcase, Career Moves) on behalf of the GPPD SIG
- Coordinates the POD Conference Networking Lunch event in collaboration with the Diversity and Outreach working group
- Prepares a list of GPPD-related sessions at the POD Conference

Diversity and Outreach Working Group
- Oversees the GPPD Career Development Travel Award
- Provides pathways to graduate students, professional students, and postdoctoral scholars; educational developers whose work focuses on these target groups; and potential future educational developers
- Coordinates the POD Conference Networking Lunch event in collaboration with Conference Working Group and the POD Conference and Membership Committees

Membership
Membership in the larger GPPD Interest Google Group is open to any member of POD, including faculty, graduate student/professional student/postdoctoral scholar developers, graduate students, professional students, postdoctoral fellows, visiting scholars, and administrators. There are no POD membership expectations for participation in the GPPD Interest Google Group. POD members are welcome to join the GPPD SIG at any point in the year and are invited to join the GPPD interest Google Group and attend public, online meetings/events related to the development of graduate students, professional students, and postdoctoral scholars. In addition, the GPPD SIG offers several opportunities at the POD conference to become involved in GPPD SIG activities and leadership: GPPD Networking Lunch, GPPD-focused sessions, POD-sponsored session for the GPPD SIG, and the GPPD SIG Business Meeting.

Signature Work of the SIG
- *GPPD Career Development Travel Grants*
  Each year, pending approval of the GPPD SIG's annual budget request to the POD Core Committee, the GPPD SIG will make "GPPD Career Development Travel Grants"

to support attendance at the annual POD conference for advanced graduate students, professional students, and postdoctoral scholars. In consultation with the GPPD SIG and the GPPD's Core Representative, the Chairs will write and distribute the request for applications. The grant will be publicized on the POD listserv and through the GPPD interest Google Group, among other avenues. The Co-Chairs and leaders of the Diversity and Outreach working groups will review each application using a rubric in alignment with the call for applications. If an applicant's undergraduate, graduate, or postdoctoral institution is the same as the Chair or Diversity and Outreach Working Group leader, an alternate reviewer from among the working group leaders will be utilized to rank the applicant.

- *GPPD Networking Lunch*
  This event is held on the first day of the conference to help new graduate students, professional students, postdoctoral scholars, and educational developers make the most of the conference and network. This event is organized as a collaboration between the GPPD SIG Conference working group and GPPD SIG Diversity and Outreach Working Group.

- *GPPD Showcase*
  Members of the GPPD SIG propose an annual interactive session at the conference featuring approximately 10 of the best GPPD programs from institutions across the country. Presenters apply to be featured in the showcase and members of GPPD select the top programs to be featured in the proposed showcase. If accepted as a POD-Sponsored session, the showcase is a fast-paced session where participants interact with many presenters in timed mini-sessions.

IV.B.5.3. Healthcare Educational Development SIG

Google Email: healthcare-sig@podnetwork.org
Google Group: healthcare-list@podnetwork.org

SIG Mission
The purpose of the Healthcare Educational Development SIG is to create an opportunity where POD members working in healthcare educational development can come together to hear and share resources with others in the profession. The SIG will be a sounding board where members can share the challenges which they are facing with others facing similar challenges, can discuss clinical practice/instruction and associated issues, and where members can identify Interprofessional Education (IPE) resources with clinical faculty in other disciplines.

Leadership Structures and Responsibilities
The chair serves for a one-year term. Individuals in the chair role serve for a total of three years on the Steering Committee (one year each as Chair-Elect, chair, and immediate past chair). The chair is elected at the annual business meeting of the Healthcare Educational Developers SIG, which is held at the annual POD conference.

Membership
Membership in the Healthcare Educational Developers SIG is open to anyone interested in the purpose of the group. To join, POD members need only email and request to be added to the emailing list.

Signature Work of the SIG
The SIG coordinates the planning and facilitation of any SIG-sponsored conference activities (e.g. Birds of a Feather, sponsored sessions), encourages submission of healthcare related and Interprofessional education conference proposals, and encourages SIG members to volunteer as conference proposal reviewers.

IV.B.5.4. Learning Analytics Community (LAC) SIG

      Google Email: learning-analytics-sig@podnetwork.org
      Group List: learning-analytics-community-list@podnetwork.org

SIG Mission/Focus
The Learning Analytics Community (LAC) SIG will collectively advance "data-guided" cultures at our institutions of higher learning, empowering faculty, administrators and educational developers to make appropriate use of learning analytics within the scope of their roles and responsibilities. The SIG will play an active and collaborative role in key learning analytics initiatives now underway at post-secondary institutions, inspire and generate new research about our students, and encourage faculty and educational developers to use learning analytics in their own scholarly pursuits about teaching, learning and student success.

The LAC SIG objectives are to stimulate new connections with institutions and colleagues working, or hoping to work, in the learning analytics field, nurture existing learning analytics networks, and foster collaborations with programs on our campuses that might not be considered typical partners for teaching centers. The LAC SIG will accomplish this by identifying strategies that will overcome roadblocks to making the data useful on our campuses while supporting ongoing discourse to assure that learning analytics is used ethically and properly at all institutions of higher learning. By forming Working Groups, the LAC SIG will bring awareness to the POD community about the current trends and usage of learning analytics both nationally and internationally, develop new insights in the use of learning analytics as a lever for change, and reflect upon controversial and provocative ideas that will challenge our thinking and take us in new directions in the future.

Leadership Structure and Responsibilities
The LAC SIG leadership team is comprised of a Chair, Co-Chair/Chair Elect, and a Steering Committee.
- The Chair serves for two years.
- The Co-Chair also serves as the Chair Elect, serving two years as Co-Chair before assuming the Chair, thus serving in a leadership capacity for a total of 4 years.
- The Chair and Co-Chair serve on the Steering Committee along with 5 other LAC SIG members.
- Chairs, Co-chairs and Steering Committee members are elected at a LAC SIG meeting during the annual POD conference.

SIG Structure
- LAC SIG was established in late spring of 2019. Following the 2019 annual POD conference, more will be added in this section of the governance manual.

Membership

- Membership in the Learning Analytics SIG is open to any POD member interested in the purpose of the group. To join, POD members need only email and request to be added to the emailing list. New members will also be recruited each year at the POD conference.

Signature Work/Activities of the SIG

By forming Working Groups, the LAC SIG will:
- Bring awareness to the POD community about the current trends and usage of learning analytics on the local, national and cosmopolitan levels
- Develop new insights in how learning analytics can be used as a lever for change
- Reflect upon controversial and provocative ideas that will challenge our current understanding about college students
- Lead the teaching, learning, and student success field in new and unanticipated directions in the future.

Additionally, The LAC SIG will:
- Facilitate the annual LAC SIG meeting at the annual conference.
- Host Birds of a Feather (BoF) meetings at the annual conferences to explore the use of learning analytics in higher education.
- Sponsor accepted POD proposals that address learning analytics in higher education.

Working Groups

Any member or members of the LAC SIG may propose a working group to address a particular issue or goal relevant to the SIG by submitting a brief (one page) proposal to the LAC SIG's leadership team for their approval. The LAC SIG envisions that working group themes will emerge based on current issues or needs, and the set of active working groups will likely evolve over time. Possible working group goals might include collaborating on a product (e.g., informational resource) to be disseminated to the broader POD Network community or beyond.

IV.B.5.5. Mindfulness & Contemplative Pedagogy SIG

Google Email: mindful@podnetwork.org
Google Group: mindful-list@podnetwork.org

SIG Mission
The mission of the Mindfulness & Contemplative Pedagogy SIG is to explore and support the implementation and impact of contemplative practices into postsecondary classrooms.

To accomplish this mission, the SIG aims to
- support educational developers interested in cultivating contemplative pedagogy practices and communities on their campuses, and
- foster the development of concrete models of implementation and assessment of these practices in higher education settings.

Leadership Structure and Responsibilities
Chairs serve on the steering committee in three separate positions for a total three-year term (one year as Chair-Elect, one year as chair, and one year as past chair).

In addition to the chairs, the steering committee will include a publications director and a programming director. Steering Committee members serve for two-year terms, with elections for publications director in odd-numbered years and programming directors in even-numbered years.

   Chair-Elect
   - Works closely with the chair and performs functions as delegated by the chair
   Chair
   - Convenes the Steering Committee for planning purposes on a quarterly basis
   - Works with the Steering Committee to identify and execute priorities and their execution
   - Takes notes for Steering Committee meetings, and distribute notes and action items after the meetings
   - Communicates with the Core Representative
   - Reports SIG activities to the Core Committee
   - Schedules and runs the business meeting at the fall conference
   Past chair
   - Works closely with the chair and performs functions as delegated by the chair
   The **publications director**

- Compiles and manages the Mindful Moment quarterly SIG newsletter, including soliciting feature articles and recorded practices and maintaining the Google Group list.

The **programming director**

- Encourages and coordinates the submission of mindfulness and contemplative pedagogy sessions and other programs at the annual POD conference, and
- Coordinates with other SIGs to determine potential collaborations.

Steering committee elections are held each year at the annual business meeting of the Mindfulness & Contemplative Pedagogy SIG at the fall POD conference and will be coordinated by the current chair, past chair, or other member of the current steering committee.

Membership

Members will be recruited through sessions and events at the annual POD conference, as well as through dissemination of the newsletter among colleagues.

Signature Work of the SIG

"Mindful Moment" quarterly newsletter features articles on faculty development around mindfulness and contemplative pedagogy, recorded mindfulness practices related to education, upcoming opportunities for publication, presentation, or participation, relevant recent articles, and other items of interest to the community.

IV.B.5.5. Scholarship of Teaching and Learning (SoTL) SIG
Email: sotl-sig@podnetwork.org
Google Group: pod-sotl-sig@podnetworik.org

SIG Mission/Focus

The mission of the Scholarship of Teaching and Learning (SoTL) SIG is to support educational developers who seek to advocate for and promote SoTL at their institutions through sharing resources and building a collaborative community of POD Network members interested in SoTL in educational development. To fulfill this mission, this SIG will:
- Host a listserv for SoTL Educational Developers that will allow for the exchange of ideas and resources among institutions;
- Encourage POD conference proposals on SoTL-related topics;
- Foster community by facilitating a meeting of the SIG at the annual POD conference and a virtual meeting in the spring of each year;
- Connect and collaborate with other groups that have a similar focus.

Leadership Structure and Responsibilities
- The SIG Leadership Team includes at least five members: The Chair, Past Chair, Chair-Elect, Core Representative, and Mentors, as applicable. The Chair-Elect will assume the Chair role at the fall conference.
- Term limits for each position are one year.
- The Chair of the SoTL SIG will be responsible for overseeing and organizing the group, including the responsibilities listed in the Governance Manual, Section IV.B.2.

Membership

Membership will not be limited in number and will be open to any POD member who helps support the scholarship of teaching and learning at their institution. Members will be recruited through sessions and events at the annual POD conference.

Signature Work/Activities of the SIG

The SIG will maintain a Google Group and Drive for sharing of resources relating to supporting SoTL efforts in higher education.

IV.B.5.6. Small Colleges SIG

Google Email: Small-colleges@podnetwork.org
Google Group: sc-pod-list@podnetwork.org

SIG Mission
The mission of the Small Colleges SIG is to create community around common interests among faculty educational developers at smaller colleges and universities; to promote awareness of challenges and opportunities at small colleges and universities to the POD community; and to facilitate sessions at the POD annual conference and provide resources that would be most helpful to our colleagues.

Leadership Structure & Responsibilities
The chair serves for a one-year term. Individuals in the chair role serve for a total of three years on the Steering Committee (one year each as Chair-Elect, chair, and immediate past chair). The chair is elected at the annual business meeting of the Small Colleges SIG, which is held at the POD conference. The chair:
- convenes the Steering Committee for planning purposes as needed;
- communicates with the Core Representative if the chair is not a Core Committee member;
- schedules and runs the business meeting at POD;
- promotes the offering of sessions of interest and of value at the POD annual conference to SIG members;
- works with the Steering Committee to identify POD conference sessions of interest to faculty developers at small colleges and universities;
- distributes the list of POD conference sessions to the Small Colleges Google Group;
- identifies a facilitator to submit a proposal for the Small Colleges Birds of a Feather session at POD;
- reports SIG activities to the Core Committee

SIG Structure
The SIG is led by a three-person Steering Committee, composed of the current chair, the immediate past chair, the Chair-Elect, and any Core Committee members among the ranks.

Membership
General membership is open to any POD Network member identifying as a faculty educational developer at a small college or university. The Small Colleges Google Group (SC-POD is considered the official membership list of the Small Colleges SIG.

Signature Work of the SIG
- The SIG maintains a Google Drive folder with resources for faculty development at small colleges and universities.

- The SIG meets via Zoom videoconferencing approximately once a month for networking, support, and resource-sharing
- The SIG offers a POD-sponsored session on "Sustaining Faculty Development Programs at Small Colleges" annually at the POD Conference, facilitated by the SIG's steering committee.

IV.B.5.7. STEM (Science, Technology, Engineering, and Mathematics) SIG

Google Email: stem-sig@podnetwork.org
Google List: stem-list@podnetwork.org

SIG Mission
The mission of the STEM SIG is to support and connect colleagues within POD who are actively engaged in STEM educational development and instruction. The STEM SIG provides a stable infrastructure for professional networking and peer assistance within and across STEM fields and institutional categories. It will also create capacity to organize POD programming such as conference sessions/workshops and related intervening events (online and in-person). In addition, the STEM SIG seeks to aggregate resources for practitioners who support STEM instruction and instructors and to support the dissemination of scholarship related to STEM educational development. It also provides a bridge for communication and coordination with organizations involved in STEM education at a national level.

Leadership Structure and Responsibilities
The chair serves for a one-year term. Individuals in the chair role serve for a total of three years on the Steering Committee (one year each as Chair-Elect, chair, and immediate past chair). The chair is elected at the annual business meeting of the STEM SIG, which is held at the POD conference.

Membership
Membership in the STEM SIG is open to anyone interested in the mission of the group. To join POD members need only email and request to be added to the mailing list.

Signature Work of the SIG
Coordinates planning and facilitation of any SIG-sponsored conference activities (e.g., Birds of a Feather, sponsored sessions).

IV.B.5.8. Teaching with Technology (TwT) SIG

    Google Email: twt-sig@podnetwork.org
    Google Group: twt-list@podnetwork.org

SIG Mission/Focus

The POD Teaching with Technology Special Interest Group's (TwT-SIG) goal is to support faculty developers who assist instructors with integrating technology into teaching and learning by providing resources on effective strategies, trends and issues, and new developments. Activities can include, from year to year, a TWT-SIG website, online discussions, conference sessions, face-to-face events, online events, and publications.

Leadership Structure and Responsibilities
- The Executive Committee
  The Executive Committee is comprised of the Chair, Chair-Elect, and Past-Chair.
  - Elections
    - The Past Chair begins to seek nominations for Chair-Elect at least one month ahead of the annual business meeting.
    - At the annual business meeting, the Past Chair presents a list of candidates.
    - All present are eligible to vote. The winner is the candidate who receives the greatest number of votes.
  - The Chair-Elect begins a three-year term on January 1. One year later that person becomes Chair, and two years later Past-Chair.
  - The Chair is the principal officer and is responsible for leading the group and managing its activities. The duties of the Chair include:
    - Calling and presiding at TWT-SIG's Executive Committee and business meetings;
    - Conducting TWT-SIG's activities in accordance with the policies of the POD; and
    - Making all appointments and filling vacancies as authorized herein.
  - The duties of the Chair-Elect are:
    - Assisting the Chair in leading and managing the TWT-SIG; and
    - Presiding at meetings when the Chair is absent.
  - The duties of the Past-Chair are:
    - Providing TWT-SIG continuity of direction by informing the Chair and Chair-Elect on past policy and budgetary matters; and
    - Serving as a consultant and support for Chair and Chair-Elect.

  - No person may hold two positions on the Executive Committee simultaneously.

SIG Structure

The below TwT-SIG guidelines outline how rotation (vacancies and appointments) are handled. All positions are year-long starting and ending in each calendar year.

- Elections
    - The Past Chair begins to seek nominations for Chair-Elect at least one month ahead of the annual business meeting.
    - At the annual business meeting, the Past Chair presents a list of candidates.
    - All present are eligible to vote. The winner is the candidate who receives the greatest number of votes.
    - Volunteer Members-at-Large who volunteer their time to lead one action or event within the year. These are non-binding positions with no formal responsibilities.
- Vacancies and Appointments
    - Should the Chair leave office before his/her term expires, the Chair-Elect will assume the duties of Chair.
    - Should the Chair-Elect leave office before his/her term expires, the Chair, with the approval of the Past-Chair, may appoint an eligible individual to fill the vacancy.
    - All appointments expire when the Chair term of office expires. However, appointees continue to serve until the new Chair appoints a successor.

Membership

Members are recruited throughout the year at all TwT-SIG events, including our online webinars, the TwT-SIG POD conference, and other events in the year.

Meetings

- TWT-SIG will conduct at least one business meeting each year at the annual POD Conference.
- Additional national, regional or local business meetings may be convened by the Chair.
- All meetings sponsored by TwT-SIG must be open to all members of POD. TwT-SIG may hold meetings only in places that are open to all members of POD.

Signature Work/Activities of the SIG

There are many ongoing events that happen throughout the year for the TwT-SIG community and others from many institutions across the country and world. Some of the events include:

- Online Webinars (two per year). Topics are generated and selected via member interest at annual meeting and Bird of a Feather sessions.
- Expertise Directory: Update annually and leverage member expertise throughout the year for activities and events. Directory is open for all to contribute to and view.

- TwT-SIG proposals: Organizing like-minded members to brainstorm and create proposals for TwT-SIG oriented sessions.
  - TwT-SIG Google Group: Moderate as needed.
  - TwT-SIG Website: Update as needed.
  - Other activities include a group to take a MOOC course together.

Article C. Executive Director

Article C expands on the basic definition provided in the By-laws section **I.C.5. Executive Director.**

IV.C.1. Office of the Executive Director

IV.C.1.1. General: The Executive Director:
- Must be an active member of the POD Network.
- Must be able to attend all Core Committee meetings and represent the POD Network at other meetings as designated by the Core Committee or the President.
- Must have demonstrable managerial, public relations, record-keeping, and accounting skills.
- Must be capable of serving as a public relations liaison between the POD Network and other organizations as well as with individuals who seek information about the POD Network.
- Must be willing to work with and supervise administrative assistant in carrying out the daily business of the POD Network including but not limited to membership database management; financial record keeping; email; and conference registration management.
- Must be willing to accept appointment as Executive Director for a minimum of two years; extensions will be subject to the mutual agreement of the President, the Core Committee, and the Executive Director.
- Must provide at least a six-month notice of resignation and be willing to spend time training a replacement.

Governance: The Executive Director shall be an ex-officio non-voting member of the Executive Committee and the Core Committee and shall attend all Core Committee meetings and special committee meetings as appropriate. The POD Network will be insured to protect its assets from misappropriation by the Executive Director and administrative assistant.

IV.C.1.2. Responsibilities: The Executive Director shall be responsible for:

1. Distribution and Maintenance of Documents and Communications
   - prepare and distribute communications to members and potential members as required;
   - prepare and mail or email routine correspondence;
   - maintain inventories of POD Network assets;
   - contribute, as needed, in an orderly manner the appropriate documents or items to the archives of the organization;
   - prepare and deliver other documents as needed.

2. Membership
   - support and facilitate the work of the Membership Committee;
   - maintain accurate membership records;
   - receive, log, and deposit membership checks and purchase orders;
   - pursue an active membership renewal campaign;
   - answer questions about POD Network membership;
   - supervise distribution of receipts acknowledging payment of membership dues;
   - manage complimentary memberships.

3. Financial Affairs
   - maintain accurate financial records;
   - receive, log, and deposit membership checks and purchase orders;
   - maintain appropriate balances in all bank accounts;
   - receive, log, and deposit all receipts in appropriate accounts;
   - prepare and mail invoices for all memberships, sales, and services;
   - maintain the official checkbook register of the association;
   - maintain a computer-based accounting system;
   - provide the Core Committee with budget reports at each Core Committee meeting;
   - provide the Executive Committee and the Finance Committee with quarterly financial reports;
   - periodically inform committee chairs of budgetary and financial matters as appropriate;
   - prepare the draft of the annual budget proposal for the President's final preparation of the budget proposal in consultation with the Finance Chair;
   - prepare the conference budget in consultation with the conference team.

4. Record Keeping
   - record and distribute minutes of Core Committee meetings, membership meetings, and other meetings as needed, including electronic minutes of Core/Executive Committee decisions made other than during regular Core Committee meetings;
   - keep on file and make available to members as requested all committee reports, minutes, records, and other governance documents of the organization;
   - maintain all official and legal papers of the association;
   - work closely with a certified public accountant approved by the Executive Committee in preparing and filing tax forms and other documents needed to maintain the organization's tax-exempt status;
   - prepare materials for financial audits;

IV.C.1. Office of the Executive Director
IV.C.1.2. Responsibilities: The Executive Director shall be responsible for:

- biannually backup committee and SIG online materials

5. Publishing
   - prepare mailings for bulk postal mail distribution if needed;
   - ensure that appropriate materials and information are posted in a timely manner on the POD Network website.

6. Selection of Conference Sites
   - serve as the official meeting planner for the POD Network;
   - provide recommendations to the Core Committee related to site selection;
   - conduct site visits as approved by the Core Committee;
   - summarize site visit to Executive Committee, providing updates on contract negotiation;
   - work with selected conference sites in the preparation of contracts;
   - sign conference site contracts on behalf of the POD Network.

7. Conferences
   - receive and process conference registrations and respond to members' questions/concerns;
   - process payments for conference expenses;
   - serve as liaison with conference coordinator(s);
   - serve as liaison with conference resort/hotel staff;
   - coordinate staffing of the registration desk at the POD conference;
   - prepare conference materials;
   - arrange for payment of hotel rooms, receptions, meals, special events at conferences and Core Committee meetings;
   - arrange meals for Core Committee at conferences;
   - provide final conference expense and income information to all interested parties.

8. Committee & SIG Support
   - track Core Committee members' terms of office;
   - maintain records of standing committee and SIG chairs;
   - solicit and gather committee and SIG reports prior to each Core Committee meeting;
   - provide Core Committee members and other committee members with documents and support as are required for the performance of their duties;
   - maintain centralized committee reports for all committees and SIGs.

9. Inventory

- maintain inventory records of POD Network assets, including computer hardware, software, books, display board, etc., in a shared Google sheet, updating it as needed.

10. Public Relations
- respond as quickly as possible to all questions, concerns, and requests for information and refer, as appropriate, questions to the President or other members of the Executive or Core Committees or to Committee chairs;
- facilitate networking among members and non-members;
- refer partnership proposals and requests to EPOC and Executive Committee;
- develop and maintain relationships with other organizations, as directed by the Core Committee and in accord with POD policies.

11. Policies
- working closely with the Past President, prepare and contribute to the ongoing review of written policies to improve the governance and operation of the POD Network;
- maintain the Governance Manual for the organization and other interested persons in coordination with the Governance Committee;
- collaborate with conference team to update a Conference Manual/timeline for conference planning;
- prepare and maintain other manuals that pertain to policies.

12. Other
- purchase and prepare awards and gifts as Core approved and budgeted, including gifts for departing officers and Core members, key conference personnel, and outside speakers for the conference;
- in cooperation with the President, prepare an annual report to the membership to be presented at the annual membership meeting at the conference and published in the POD Network newsletter;
- carry out such other duties as determined by the officers, Executive Committee, and the Core Committee.

IV.C.1.3. Institutional Commitment: If the position is housed or based at a college or university, the institution:
- must provide a written letter of support for the position;
- must have telephone, fax, copying, printing, mailing facilities, and internet and web access available for carrying out the work of the POD Network Office;
- must have adequate office and storage space to support the presence of the POD Network administrative office functions on the local campus.

IV.C.1.4. Selection Process:

When a vacancy occurs, a search committee chaired by the Past President and composed of the Executive Committee, one Core Committee member and one member at-large appointed by the Past President, shall post the position to the membership. The search committee will conduct the search and make a recommendation to the Core Committee who shall make the selection.

Evaluation: Once a year, prior to the spring Core meeting, the Executive Director will be evaluated by the President in consultation with the Executive Committee.
- The Executive Committee will consult with Core Committee members, committee chairs, the Administrative Assistant, and the Executive Director.
- When the evaluation has been completed, the President will complete a written statement that will be presented during a meeting with the Executive Director and later distributed to the Executive Committee.
- The Executive Director will respond with an action plan for the ensuing year. This plan will be distributed to the Executive Committee.
- The evaluation and action plan will be consulted during any major decisions regarding the Executive Director (e.g., remuneration, resources). Any recommendations will be brought to the attention of the Core Committee.

Resources: The Executive Director shall have access to funds (cash, debit card, check) for performing the following budgeted duties of the office:
- Travel, lodging, meal expenses, tips, and complimentary conference registration for annual and spring Core Committee meetings and other travel as required by the position or approved by the Executive Committee;

The Executive Director will receive payment through direct bank deposit on a monthly basis. Annual salary is determined annually by the Core Committee.

IV.C.1.5. Sale of Email and Postal Addresses

The Executive Director is authorized to provide use of the members-only email list and postal addresses of POD Network members to other nonprofit organizations, institutions, consultants, publishers, and other commercial enterprises as long as the intended use is consistent with the POD Network mission and does not jeopardize the organization's not-for-profit status.

Use of the members-only email list and postal addresses may be provided for such purposes as position announcements; conference, workshop or seminar announcements; and new book announcements. Other purposes may be appropriate as long as the Executive Director is assured that the intended use is not detrimental to the mission and goals of the POD Network. The cost for use of the members-only email list and mailing labels shall be

established by the Core Committee and there shall be a differential cost for members and non-members.

Mailing labels will be provided in electronic form (for one-time use only). All mailing labels sold to other organizations or individuals shall include the following statement:

> Enclosed are the mailing addresses you requested. This set of addresses, containing the names and addresses of POD Network members, is provided to you for the use you indicated by email. The addresses are provided for one-time use only and may not be photocopied or otherwise shared or duplicated. We appreciate your respect of our members' right to privacy.

The Executive Director will forward the approved email and any attachments to the members with the following statement in the body of the email above the sponsored text:

> The following is an email advertisement purchased from the POD Network for a one-time use in the interest of promoting higher education development. If you would like to be removed from purchased emails in the future, please update the "Opt-in" and "Opt-out" options on your member profile section of the POD Network website. Thank you.

No individual or entity shall purchase more than one email to the membership or more than one set of member mailing addresses per quarter (three months).

Article D. Members

Article D expands on the basic definitions provided in the By-laws section **I.D. Members.**

IV.D.1. Membership and Types of Members

IV.D.1.1. Membership Types
There are different types of membership:
- individual
- student/postdoc
- retiree
- lifetime (all Past Presidents)
- complimentary (additional information provided below)

IV.D.1.2. Membership year
The membership year shall be reviewed and set by the Core Committee and changed in the Guidelines as needed. Generally, the membership year shall be twelve months from renewal or join date.

IV.D.1.3. Dues
As per the Bylaws, the membership dues per year shall be established by a simple majority vote of the Core Committee. The Executive Director will report the dues rates to Core annually and post the dues rates on the POD web site and in other appropriate venues.

IV.D.1.4. Membership Meeting
As per the Bylaws of the POD Network, it shall be the policy of the organization to share highlights and information with the general membership meeting during the annual conference. Topics to be covered at the annual meeting may include financial status as well as any of the following, when needed: committee and task force progress reports.

The POD Network President shall preside over the general membership meeting.

The Core Committee or the Executive Committee may convene an open meeting of members to review matters of policy and program priorities in the POD Network. Such meetings will normally occur at the annual conference but may be scheduled at other times provided notice of the meeting is published in the POD Network newsletter at least 30 days prior to the meeting. If provided a written request from 25 or more members, the President must convene a meeting of the membership at the annual conference or at another venue that is acceptable to the requesting members. The request to the President must be received at least 45 days prior to the beginning of the conference. The request should clearly indicate the intended purpose of the requested meeting.

IV.D.1.5. Lifetime Memberships

POD Network Past Presidents are automatically awarded a Lifetime Membership beginning with the membership year following their term of office as Past President.

IV.D.1.6. Complimentary Memberships

The POD Network is able to provide complimentary membership to individuals or appointed or elected officials of organizations that benefit or complement the mission and/or services of the POD Network.

Nominations for complimentary memberships may be submitted at any time to the POD Network President or Executive Director. All nominations shall be reviewed by the Executive Committee for relevancy and for making a recommendation to the Core Committee. Keynote speakers at the annual POD Network Conference who are not already members shall automatically be granted a one-year complimentary membership in the organization.

All complimentary memberships shall be reviewed annually by the Executive Committee and reported to the Core Committee.

IV.D.1.7. International Development Assistance Program

Annually up to four complimentary memberships may be extended to persons new to membership in the POD Network and resident in "developing countries." This complimentary membership, renewable to a maximum of three years, is provided in recognition of the importance of offering networking possibilities for the nurturing of educational development programs in developing countries.

Also, a part of this program is the occasional provision of POD Network publications and materials.

It is most likely that the suggestion for candidates for the International Development Assistance Program will come from the Executive Director, as the main point of contact for interested persons. Any such membership or the provision of materials shall be approved by the Executive Committee before implementation.

Article E. Fiscal Policies

IV.E.1. General Fiscal Policies

These policies shall be reviewed annually by the Finance Committee, which will recommend revisions and additions as needed to the Core Committee and be included in the committee report for the annual fall Core meeting.

IV.E.1.1. Fiscal Year:

July 1 – June 30 (Q1: July 1 – September 30, Q2: October 1 – December 31, Q3: January 1 – March 31, Q4: April 1 – June 30).

IV.E.2. Budget Process

The Core Committee formally adopts an annual budget in sufficient advance of the start of each fiscal year to enable the Executive Director and committees to begin planning and to allow accounting systems to be set up. The budget is typically adopted at the spring Core meeting.

1. Budget requests from standing committees are included in committee reports submitted before the Core Committee spring meeting.
2. The Executive Director drafts an annual budget.
3. The draft budget is then reviewed and amended collaboratively by the Executive Director, President, and the Finance Committee Chair.
4. The amended draft budget is reviewed or further amended by the Finance Committee, which then forwards the draft budget to the Executive Committee.
5. The Executive Committee submits the budget to the Core Committee for discussion and approval at its spring meeting.
6. If budget corrections are needed after Core approval (e.g., in light of 4th quarter review of previous fiscal year finances), the Finance Committee will include these as an informational item in its fall report to the Core Committee.

Normally, the organization's annual budget will balance or produce a surplus (i.e., projected revenue will equal or exceed projected expenses).

In conjunction with the creation of the annual budget, or at other times as needed, either the Executive Committee or the Finance Committee may request the use of operating reserves for unplanned expenditures ("off-cycle budget requests"). The request must be approved by both committees. These "off-cycle" budget expenditures may not exceed the available funds.
The Executive Director will inform the President and the Chair of the Finance Committee of any unexpected or unbudgeted expenses and unanticipated fluctuations between quarterly reports and ask approval for those expenditures when necessary.

The Finance Committee Chair shall make a monthly check of all bank accounts and credit card statements to ensure that transactions are proper and legitimate. The Finance Committee chair shall share a summary of findings at each quarterly meeting of the Finance Committee.

IV.E.3. Audits

The Finance Committee recommends that full audits be conducted on a 3-5-year cycle, with reviews conducted mid-cycle between audits such that full audits and reviews alternate with no more than 5 years between full audits. Full audits may be conducted more frequently, or be conducted instead of a mid-cycle review, if the organization experiences a significant change in its finances. For example, the cycle might be revised if revenue sources become more complex or if the POD Network experiences financial problems (e.g., extended decline in membership). More frequent audits may be requested by the President, Executive Committee, Finance Committee, or Core Committee.

IV.E.4. Fiscal Responsibilities of the Executive Director

IV.E.4.1. Internal Control Policies and Procedures

The Executive Director shall maintain a set of internal control policies and procedures designed to protect the organization's assets. The President and Executive Director will review the internal controls with the Finance Committee annually during the Q4 meeting, or when the Finance Committee Chair rotates into the position or as requested. To the extent possible, controls should be consistent with the expectations set out in the Generally Accepted Accounting Practices (GAAP), specifically those for non-profits. The POD Network's Internal Financial Controls are determined by and maintained as part of the official records of the Finance Committee.

IV.E.4.2. Reports

The Chair of the Finance Committee and the Executive Director will report on the financial health of the organization at each regular meeting of Core and at other times as needed.

The Executive Director will report quarterly to the Finance Committee (and upon request to the President and the Core Committee) on the fiscal health of the organization.

Quarterly Reports

The Executive Director will provide the Finance Committee with the following set of Quarterly Reports within 45 calendar days of the end of each quarter:

1. **Statement of Financial Position (Balance Sheet)**
    This statement is a 'snapshot' of the organization's financial health on a specific date. It shows the current value of items owned by the organization, including assets, liabilities, and net assets. Assets include cash, goods in stock, amounts owed to the organization by debtors, and fixed assets (assets used by the business and not for resale, e.g.

computer equipment). Liabilities include amounts owed by the organization for goods and services. Net assets, sometimes referred to as working capital, is the difference between total current assets and total current liabilities and is what finances the business on a day-to-day basis.

2. **Itemized Receipts for POD Debit Card**
   This statement includes copies of all itemized receipts for POD debit card usage to ensure that all expenditures are proper and legitimate.

3. **Statement of Activities (Income Statement / Profit & Loss Statement)**
   This statement reports the *amount of change* in each budget category. POD traditionally has reported its activities in a format that compares budgeted, actual, and year-to-date (YTD) figures.

4. **Statement of Cash Flows**
   This statement reports on checking, savings, and other short term-investments (typically less than 3 months). This report reconciles the change in net assets to the changes in the cash reported on the statement of financial position. There are three sections of the statement – operating activities, investing activities, and financing activities. To date, POD has never engaged in financing activities.

5. **Tax Return (990) for Previous Year**
   In Q3 only, the Executive Director will include the tax return (990) for the previous year for review.

These reports should conform to expectations set out in the Generally Accepted Accounting Practices (GAAP), specifically those for non-profits.

Historical Reports
The Executive Director will prepare and maintain historical and trend data on:
- Membership fees, revenue, and numbers
- Conference fees, revenue, numbers, and costs
- Publication prices, revenue, and costs
- Comparable records for other programs and projects.

This information will be provided within a reasonable time period at the request of the President, Finance Committee, and/or Core Committee. Standing Committee chairs and POD-sponsored event organizers (e.g., INED, LDI) may request relevant historical program data.

IV.E.5. Financial Holdings

The Core Committee approves guidelines to govern the use of the POD Network's financial holdings, including operating funds, operating reserves, and investment revenue, to support fulfillment of the POD Network's mission and enhance service and benefits to members.

The Executive Director, in collaboration with the President and the Finance Committee Chair, will review the status of all holdings and applicable fiscal policies on an annual basis, or more frequently as needed. The Finance Committee may also initiate this review. The Executive Director and Finance Committee Chair will report to the Core Committee the results of its review of the status of the holdings and fiscal policies.

IV.E.5.1. Categories of Holdings
The Core Committee has established two categories of holdings, each of which is described in detail below:
1. Operating Funds
2. Operating Reserves
     a. Emergency funds
     b. Investments
          i. Savings account
          ii. Mutual fund account

The Core Committee, based on the recommendation of the Finance Committee, has established guidelines for management of the POD Network's emergency and investment funds and agreed to work with a professional financial advisor to manage investments and inform fiscal decision-making. The Finance Committee is responsible for identifying and recommending a financial advisor, who must be approved by the Core Committee.

1.   Operating Funds
The operating funds provide the President and Executive Director with access to adequate funds to manage the normal ebb and flow of revenue and expenses over the fiscal year and to provide additional security to the organization in the event of a short-term clerical error. The amount required may change significantly with changes in staffing or other centralized operating expenses, such as the annual conference.

Operating funds are held in bank accounts established to cover the regular and projected monthly expenses:
- Checking/Credit Card Purchases
- Credit Card Processing

As part of the monthly reconciliation process, the Executive Director and/or a professional accountant (certified CPA) will monitor cash flow activity and assess impact on future expenses and revenues. Additionally, as part of the regular review of finances and bank

statements, the Finance Committee Chair will login with view-only access to review credit card expenditures and statements for Chase and Fidelity accounts on a quarterly basis.

The following policies will govern the management of the Operating Funds:
- Cash in the checking and credit card accounts will be included in the annual accounting (i.e., paid back within the same fiscal year).
- The President and the Executive Director, as the President's designee, will have access to all funds in the cash accounts to conduct POD business as outlined in the annual approved budget without prior approval from the Finance Committee or Core Committee.
- If interest rates and spending plans warrant, funds in excess of $5000 in the Operating Funds may be considered for transfer to investment accounts.

2.   Operating Reserves
Operating Reserves include all funds not necessary for the day-to-day operations of the organization. The Operating Reserves are divided into two primary subcategories: emergency funds and investments.

a.   *Emergency Funds*
The purpose of the emergency funds is to ensure continued operations under unforeseen circumstances of an urgent nature. Examples of such circumstances include, but are not limited to, the cancellation of a program, exceptional expenses without simultaneous revenue, fire, or other catastrophic event.

The following policies will govern the management of the emergency holdings:
- The principal amount minimum required for the emergency holdings will be 50% of the basic annual expenses, in order to create a six-month buffer should the organization run into financial difficulties. Basic expenses shall include: Executive Director's salary and benefits, salary for any additional staff (e.g., remote administrative assistant), other personnel expenses (e.g., Social Security payments), office expenses, net publications revenue, committee expenses, and professional fees. This amount will be recalculated at the end of each fiscal year. Emergency funds do not include conference expenses, which are protected by annual purchase of conference cancellation insurance.
- In the event of a temporary slow cash-flow period, and with the approval of the President and the Finance Committee Chair, the Executive Director may temporarily borrow funds from the emergency funds. Transfer of funds should only be approved if a plan for repayment of the emergency funds accompanies the request. Repayment should occur within one year of the transfer.
- In all other cases besides a temporary slow cash-flow period, the President and the Executive Director must have approval from the Core Committee to access any of the funds in the emergency holdings. If emergency holdings are used, the President

will propose to the Core Committee a repayment schedule appropriate to the particular circumstances.

- The emergency holdings will be invested only under circumstances that protect the principal amount. The best available interest rate should be sought for these holdings.
- The emergency holdings should be invested in assets that are sufficiently liquid so as to be available on short notice. If invested in securities with maturation dates, these should be staggered to maximize availability and minimize the penalties for early withdrawal.
- Interest earned from emergency holdings will be invested according to the principles described in Investments (see below), unless needed to meet the required amount (50%) for the principal as outlined above.

b.   *Investments*

The purpose of all POD Network investments is to generate revenue to support and sustain the organization. These holdings include existing investments, investment income, donations, and excess operating funds. If the emergency funds exceed the required 50% of annual basic expenses, the excess amount may be moved from the emergency funds and added to investments, based upon the discussions of the Finance Committee.

Investments Principal Amount

The POD Network's investments will function as would an endowment with the objective of producing a return of $5,000-10,000 every 1-2 years for the purpose of funding off-cycle budget requests and Special Projects (described below). Investment funds are not intended, and should not be used, to supplement operating expenses. The initial target amount for the principal in the investment accounts shall not be less than the emergency funds (50% of annual basic expenses).

The principal amount is expected to grow through investment income and donations, but the principal amount will not be lowered. If no off-cycle budget requests or Special Projects are proposed or funded, the funds should be used to augment the principal. This will preserve its real value by allowing adjustments for inflation and foster additional growth, which can result in a greater return in subsequent years.

The Finance Committee is responsible for monitoring the investments and the returns and making recommendations to the Executive Committee about whether to fund an off-cycle budget request, announce a Call for Special Proposals, hold back the funds to accumulate a larger amount, or return funds to principal.

Investment Strategy

The Core and Finance Committees identified the following principles to guide and inform the organization's overall investment strategy:

- Preservation of principal
- Income
- Growth with very little risk

In addition, the POD Network's objective for its investments is to construct a moderately conservative, diversified portfolio, with low-to-moderate volatility.

To ensure that the above principles are upheld and that the POD Network's financial goals are met, the Finance Committee has recommended that the POD Network's investments be diversified across a variety of investments. Diversification is an appropriate strategy to abide by the principles above, yet still have an opportunity to generate income. In collaboration with a financial advisor, the Finance Committee will be responsible for distributing the investment funds across the following three types of investments.

1. *Fundamental*: These investments typically include stocks, bonds, money market funds, and mutual funds. The amount of risk associated with Fundamental Investments depends on the distribution of the investments and the types of stocks and bonds. A key point with fundamental investments is that they are not actively managed (i.e., the companies and bonds in which you are invested do not change). Growth occurs over time through dividends or bond maturity, and investors expect to keep the holdings for many years before selling.
2. *Tactical:* These investments are actively managed, but relatively conservative. They are less vulnerable to a down or volatile market, but they are more diversified and offer higher-earning investments when the market is up.
3. *Guaranteed Return:* These are investments with a guaranteed set return over a specific period of time (e.g., CDs, money market funds, annuities, and short-term bonds); non-profits are not permitted to purchase annuities.

As part of its regular review of financial records, the Finance Committee will make recommendations about how the funds are distributed across these investment types. The Finance Committee will ensure that the overall strategy aligns with approved principles and goals but may make adjustments in the diversification of the funds. The Core Committee will be informed of significant changes. At least once yearly, the finance committee shall discuss with financial advisors the feasibility of socially responsible and ethical investments.

In order to comply with the Dodd-Frank provision and to mitigate the risk of CPO Registration, the POD Network will not invest in futures, swaps, or derivatives.

IV.E.5.2. Donations

As a non-profit organization, the POD Network is able to accept gifts of cash and bequests including property. Unrestricted donations will be integrated into the POD Network's investment funds and will function as a type of endowment for the organization. However, if a

gift or bequest is explicitly donated to fund a specific program or cover an operating expense, such funds may be included in the Operating Funds. All donations are subject to review and approval by the Core Committee before acceptance.

The Executive Director will maintain records of all donors, donation amounts, and any special restrictions. The Executive Director will ensure acknowledgment of donations within the same tax year.

IV.E.5.3. Special Projects Fund

The fund for Special Projects is the intended outcome of the investment strategy. Revenues generated from the POD Network's investments may be set aside for off-cycle budget requests or Special Projects that further the mission of the organization or benefit the membership. Special Projects must be proposed by a standing committee or Special Interest Group. The only limitation on Special Projects funding is that the project must benefit the organization and/or the membership.

The Finance Committee will identify the total funds available for Special Projects when the amount available is in excess of $5,000, which may not occur every year, depending upon investment income and off-cycle budget requests. At that time, all standing committees and Special Interest Groups will be invited to submit a Special Project proposal using the process outlined by the Finance Committee and approved by Executive or Core Committees.

Funding Process for Special Projects

The POD Network's standing committees are expected to submit proposals to the Executive Committee. The Executive Committee evaluates the proposals and makes a recommendation to the Core Committee, which makes the final decision.

Proposal Submission and Review Process

While the timing of the Request for Proposals will be determined by the availability of the funds, standing committees will need at least one month to develop a proposal. The Finance Committee will be responsible for developing the submission process and the evaluation rubric. Typical proposal requirements have included project goals and description; description of the rationale for the project; details about the project's expected implementation; an outline of the budget, including anticipated future resource needs; a plan for evaluating and reporting on the effectiveness of the project; and a final report submitted to Core.

IV.E.5.4. Insurance

The POD Network will purchase the following four types of insurance to protect the organization and its officers, members, and property:
- A business liability policy will be maintained to protect the POD Network against claims of negligence and to protect POD records, inventory, supplies, and equipment.

- A surety bond or employee dishonesty policy will be maintained on the Executive Director and any employees of the POD Network who are involved with financial matters. The Finance Committee will ensure that requirements of the bond or policy are being met.
- The POD Network will maintain professional liability insurance to protect the Core Committee and the organization.
- Catastrophic or event insurance will be purchased each year for the conference.

IV.E.5.5. Payments to the Executive Director and Other Employees

Monthly payments to the Executive Director and any other employees are made via direct bank deposit. Federal and state deposits for withholdings, social security payments, Medicare payments, and any applicable FUTA (Federal Unemployment Tax Act) and SUTA (State Unemployment Tax Act) payments will be made by the POD Network accountant. The Executive Director's pay (and any other employees' pay) and all payroll expenditures are recorded in the monthly bank account statements and summarized in the quarterly reports. Monthly, the finance chair shall review payroll reports to ensure that payments to the Executive Director (and any other employees' payments) are accurate and match withdrawals from bank accords for payroll purposes.

I.V.E.5.6. Reimbursements

Individuals requesting reimbursement from the POD Network for budgeted expenses incurred on behalf of the organization will be made only if the requests are in compliance with the following policies:
- Requests for reimbursements must be sent to the Executive Director within 60 days of the date on which the expenses were incurred.
- Receipts are required for all expenses and may be sent to the Executive Director via email or postal mail, with an itemized summary of expenses.
- Unbudgeted requests for reimbursement must be approved by the Executive Committee and Finance Committee.
- Authorized mileage will be reimbursed at the current IRS-approved rate. This includes reimbursement for the Executive Director's mileage for approved POD business.
- Airline ticket costs, accompanied by a receipt, will be reimbursed at the lowest available advance-purchase coach fare.
- Expenditures for personal items such as phone calls, personal email charges, or alcoholic beverages are not reimbursable. An exception to the alcohol policy may be made for the President's reception during the fall conference, not to exceed $750.