



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 pandemic in 2020 led to an online Annual Conference and decoupling of the Core Committee from the conference. The Fall Core Meeting took place in early December by videoconference, which required a compressed agenda and shift of some activities after the Core meeting. All changes to the text of the *Governance Manual* were implemented and put to a final vote by the Core Committee in early February, 2021.

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
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Table of Contents

INTRODUCTION	1
SECTION I: BYLAWS OF THE POD NETWORK IN HIGHER EDUCATION	6
ARTICLE A: CORPORATE NAME, PRINCIPAL OFFICE, AND SEAL	6
I.A.1. NAME OF THE CORPORATION	6
I.A.2. PRINCIPAL OFFICE	6
I.A.3. CORPORATION SEAL	6
I.A.4. CORPORATE PURPOSE	6
I.A.5. DEDICATION OF ASSETS OF CORPORATION	7
ARTICLE B: CORE COMMITTEE AND EXECUTIVE COMMITTEE	9
I.B.1. POWERS	9
I.B.2. NUMBER OF CORE COMMITTEE MEMBERS	9
I.B.3. ELECTION OF CORE COMMITTEE MEMBERS	9
I.B.4. EXECUTIVE COMMITTEE	9
I.B.5. REGULARLY SCHEDULED MEETINGS	10
I.B.6. SPECIAL MEETINGS	10
I.B.8. MANNER OF ACTING	10
I.B.9. VACANCIES	10
I.B.9.1. Resignation	10
I.B.10. REMOVAL	10
I.B.11. COMMITTEES AND SPECIAL INTEREST GROUPS (SIGs)	10
I.B.11.1. Ad Hoc Committees	11
I.B.11.2. Administrative and Operational Committees	11
I.B.11.3. SIGs	11
I.B.11.4. General Responsibilities of Committee and SIG Chairs	11
ARTICLE C: OFFICERS AND EXECUTIVE DIRECTOR	11
I.C.1. NUMBER AND ELIGIBILITY OF OFFICERS	11
I.C.2. ELECTION AND TERM OF OFFICE	11
I.C.3. REMOVAL OF OFFICERS	12
I.C.4. VACANCIES	12
I.C.5. EXECUTIVE DIRECTOR	12
ARTICLE D: MEMBERS	12
I.D.1. MEMBERSHIP AND CLASSES OF MEMBERS	12
I.D.2. ANNUAL DUES	13
I.D.3. MEMBERSHIP YEAR	13
I.D.4. MEMBER BENEFITS	13
I.D.5. MEMBERS' MEETING	13
I.D.6. VOTING OF MEMBERS	13
I.D.7. VOTING FOR CORE COMMITTEE MEMBERS	13
ARTICLE E: FISCAL YEAR	13
ARTICLE F: WAIVER OF NOTICE	13
ARTICLE G: LOANS	14
ARTICLE H: MISCELLANEOUS	14
I.H.1. APPOINTMENT OF AGENTS	14

	3
I.H.2. INDEMNIFICATION	14
I.H.3. LIMITATIONS ON SALARIES AND BENEFITS	16
I.H.4. STRATEGIC PLANNING	16
I.H.5. EXTERNAL PARTNERSHIPS	17
ARTICLE I: AMENDMENTS	17
SECTION II: VISION, MISSION, VALUES, AND STRATEGIC PLAN	18
<hr/>	
ARTICLE A. VISION	18
ARTICLE B. MISSION	18
ARTICLE C. VALUES	18
ARTICLE D. STRATEGIC PLAN	18
SECTION III. POLICIES & GUIDELINES	20
<hr/>	
ARTICLE A: GENERAL POLICIES	20
III.A.1. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY	20
III.A.1.1. Non-Discrimination and Anti-Harassment Procedures	21
III.A.2. POLICY ON THE SELECTION OF LOCATIONS FOR IN-PERSON POD NETWORK EVENTS	23
III.A.2.1. General Principles of Location Selection	23
III.A.2.2. State-to-State travel Funding Prohibitions Related to Discriminatory Laws	23
III.A.2.3. Exclusions	23
ARTICLE B. FISCAL POLICIES	24
III.B.1. GENERAL FISCAL POLICIES	24
IV.E.1.1. Fiscal Year:	24
III.B.2. BUDGET PROCESS	24
III.B.3. AUDITS	25
III.B.4. FISCAL RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR	25
III.B.4.1. Internal Control Policies and Procedures	25
III.B.4.2. Reports	25
III.B.5. FINANCIAL HOLDINGS	26
III.B.5.1. Categories of Holdings	27
III.B.5.2. Donations	30
III.B.5.3. Special Projects Fund	30
III.B.5.4. Insurance	31
III.B.5.5. Payments to the Executive Director and Other Employees	31
IV.B.5.6. Reimbursements	32
III.C. GUIDELINES & PROCEDURES	32
III.C.1. GUIDELINES FOR ETHICAL PRACTICE	32
III.C.12.1. Professional and Ethical Practice	32
III.C.1.2. Conflict of Interest Policy	33
III.C.1.3. Conflict of Interest Policies for POD Network Committees and SIGs	33
III.C.2. GUIDELINES FOR STATEMENTS ON BEHALF OF THE POD NETWORK	34
III.C.3. POD NETWORK STYLE GUIDES	35
ARTICLE D. MEMBERS	36
III.D.1. MEMBERSHIP AND TYPES OF MEMBERS	36
III.D.1.1. Membership Types	36
III.D.1.2. Membership Year	36
III.D.1.3. Dues	36

	4
III.D.1.4. Membership Meeting	36
III.D.1.5. Lifetime Memberships	37
III.D.1.6. Complimentary Memberships	37
III.D.1.7. International Development Assistance Program	37
SECTION IV. LEADERSHIP AND OPERATIONS	38
ARTICLE A. CORE COMMITTEE AND EXECUTIVE COMMITTEE MEMBERS	38
IV.A.1. DUTIES AND EXPECTATIONS	38
IV.A. 1.1. General Duties and Expectations of Core Committee Members	38
IV.A.1.2. Communicating Core and Executive Service to the POD Network	38
IV.A.1.3. Additional Duties and Expectations of Executive Committee Members	39
IV.A.1.4. Financial Support for Core Meetings	39
IV.A.2. ELECTIONS	39
IV.A.2.1. Election of Core Committee Members	39
IV.A.2.2. Election of the President-Elect	41
IV.A.3. OFFICE OF THE PRESIDENT	42
IV.A.4. OFFICE OF THE PAST PRESIDENT	43
IV.A.5. OFFICE OF THE PRESIDENT-ELECT	44
ARTICLE B: STANDING COMMITTEES AND SPECIAL INTEREST GROUPS (SIGs)	45
IV.B.1. GENERAL GUIDELINES FOR ADMINISTRATIVE COMMITTEES, OPERATIONAL COMMITTEES, AND SIGS	45
IV.B.1.2. Administrative Committees	45
IV.B.1.3. Operational Committees	45
IV.B.1.4. Special Interest Groups (SIGs)	45
IV.B.1.5. Membership and Terms of Service	46
IV.B.1.6. Signature Work of Committees and SIGs	46
IV.B.2. ADMINISTRATIVE AND OPERATIONAL COMMITTEE AND SIG CHAIRS	47
IV.B.2.1. Selection of Committee and SIG Chairs	47
IV.B.2.2. Terms of Chairs	47
IV.B.2.3. Timing of Leadership Transitions	47
IV.B.2.4. Removal of Chairs	47
IV.B.2.5. Communication between Committees/SIGs and Core	48
IV.B.3. ADMINISTRATIVE COMMITTEES	48
IV.B.3.1. FINANCE COMMITTEE	49
IV.B.3.2. GOVERNANCE COMMITTEE	52
IV.B.4. OPERATIONAL COMMITTEES	53
IV.B.4.1. AWARDS COMMITTEE	54
IV.B.4.2. CONFERENCE COMMITTEE	60
IV.B.4.3. DIVERSITY, EQUITY, & INCLUSION (DEI) COMMITTEE	64
IV.B.4.4. DIGITAL RESOURCES & INNOVATION COMMITTEE	69
IV.B.4.5. EXTERNAL PARTNERSHIPS AND OUTREACH COMMITTEE (EPOC)	72
IV.B.4.6. MEMBERSHIP COMMITTEE	75
IV.B.4.7. PROFESSIONAL DEVELOPMENT COMMITTEE	78
IV.B.4.8. SCHOLARSHIP COMMITTEE	81
IV.B.4.9. STRATEGIC PLAN COMMITTEE	91
IV.B.5. SPECIAL INTEREST GROUPS (SIGs)	93
IV.B.5.1. ADJUNCT/PART-TIME FACULTY SIG	94
IV.B.5.2. GRADUATE STUDENT, PROFESSIONAL STUDENT, & POSTDOCTORAL SCHOLAR DEVELOPMENT (GPPD) SIG	96
IV.B.5.3. HEALTHCARE EDUCATIONAL DEVELOPMENT (HED) SIG	100
IV.B.5.4. LEARNING ANALYTICS COMMUNITY (LAC) SIG	102

IV.B.5.5. MINDFULNESS & CONTEMPLATIVE PEDAGOGY SIG	104
IV.B.5.6. SCHOLARSHIP OF TEACHING AND LEARNING (SOTL) SIG	107
IV.B.5.7. SMALL COLLEGES & SMALL CENTERS SIG	108
IV.B.5.8. STEM (SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS) SIG	110
IV.B.5.9. TEACHING WITH TECHNOLOGY (TWT) SIG	111
ARTICLE C. EXECUTIVE DIRECTOR	113
IV.C.1. OFFICE OF THE EXECUTIVE DIRECTOR	113
IV.C.1.1. General	113
IV.C.1.2. Responsibilities	113
IV.C.1.3. Selection Process	116
IV.C.1.4. Annual Review	116
IV.C.1.5. Resources	116
IV.C.1.6. Sale of Email and Postal Addresses	117

Section I: Bylaws of the POD Network in Higher Education

Article A: Corporate Name, Principal Office, and Seal

I.A.1. 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." 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 to be operated exclusively 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 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.
 - (2) Statements of support, concern, or endorsement of a particular position that addresses the organizational mission, one or more POD Network values, or significantly impacts the work of the vast majority of members.

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.

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, and the Finance Chair may be an ex officio voting member of the Core Committee if not a current Core Committee member. Core Committee members shall hold office until they resign, are removed, or until their successor has been elected. Core Committee members 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. 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 no later than June 30 if there is no spring meeting.

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, and the Chair of the Finance Committee. The Executive Director is ex-officio and non-voting member.

The Executive Core Committee shall convene hold a minimum of two Core Committee meetings per year to address the business of the POD Network. The first meeting is typically held in the late spring/early summer (March - June). The second meeting typically coincides with the annual conference. These meetings are intended to be in person but may be conducted virtually if necessary. Efforts will be made to enable individual members who are unable to attend in person to participate from a distance. The second meeting typically coincides with the annual conference. These meetings are intended to be in person but may be conducted virtually if necessary. Efforts will be made to enable individual members who are unable to attend in person to participate from a distance.

The Executive Committee may convene additional virtual Core Committee meetings, as needed and agreed upon by the Core Committee.

I.B.5. Regularly Scheduled Meetings

The Core Committee shall hold an annual meeting at the 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.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 held virtually, typically synchronously online.

I.B.7. Quorum

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

I.B.8. Manner of Acting

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

I.B.9. 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 recruited following the guidelines in Section IV.A.2).

I.B.9.1. 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.

I.B.10. 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 meeting or may occur at a regularly scheduled Core meeting. A 2/3 majority vote of the Core membership is required for removal.

I.B.11. Committees and Special Interest Groups (SIGs)

The President or the Core Committee may designate and approve new committees and SIGs by a majority vote of the Core Committee.

Each committee or SIG shall consist of at least one Core Committee member acting as a Chair or Core Representative, plus additional members of the POD Network. Committees and SIGs shall be responsible to the Core Committee and shall be assigned a Presidential Liaison. Committees and SIGs shall report semi-annually to the Core Committee and Executive Committee. Committees and SIGs may make budget requests.

I.B.11.1. Ad Hoc Committees

Ad Hoc Committees may be created by the Core Committee to respond to a specific, short-term charge. Unlike standing committees, ad hoc committees disband once their charge is fulfilled. While active, ad hoc committees shall report semi-annually to the Core Committee and Executive Committee.

I.B.11.2. 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.

I.B.11.3. 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. New SIGs are formed by petition and vote of the Core Committee.

I.B.11.4. 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.

Article C: Officers and Executive Director

I.C.1. Number and Eligibility of Officers

The officers of the POD Network shall be a President, Past President, President-Elect, and Finance Chair. Presidential officers must be members of the POD Network and must have served on the Core Committee within the last five years. The Finance Chair needs to be a member of the Finance Committee before being appointed. Other officers and assistant officers deemed necessary may be elected or appointed by the Core Committee. No presidential officer may be re-elected to serve successive terms.

I.C.2. Election and Term of Office

The President-Elect is elected by the Core Committee at one of the Core Committee meetings or by written or electronic ballot. The presidential officers succeed to the next position at the completion of their one-year terms. The Finance Chair is appointed by the President for a 2-

year term, typically at the Spring meeting. This appointment is made with input from the Executive Committee and approved by Core. The officers will assume their new roles at the close of the spring Core Committee meeting or June 30 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.

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 or appointment processes for President or Finance Chair, by a majority vote of the members of the Core Committee. The Core Committee should make recommendations of candidates to fill the vacancy for the duration of the term. Candidates must meet the requirement of having served on the Core Committee in the past five years. This action may 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 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 and the President-Elect. 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 Network 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 POD Network 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.

I.H.5. External Partnerships

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

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.

Amended, June 10, 2021.

Section II: Vision, Mission, Values, and Strategic Plan

Reviewed and approved by the Core Committee, October 2018.

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 philosophy is lifelong, holistic, personal and professional growth.

Article A. 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.

Article B. 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.

Article C. 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.

Article D. Strategic Plan

The current Strategic Plan (2018-2023), adopted by the Core Committee in October 2018, further POD Network 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 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 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. Policies & 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. Non-Discrimination and Anti-Harassment 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, including that 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 [1] that has the purpose or the effect of:

- Creating an intimidating, hostile, or offensive environment, or
- Unreasonably interfering with an individual's performance or ability to carry out a task, or
- 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.

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 (in future, the procedure will likely be moved to the POD Network Governance Manual, Section III.A.1.) 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).

III.A.1.1. Non-Discrimination and Anti-Harassment 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 Network 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 Network 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.
 - Honor recipient request to not respond (if possible)
 - Identify policy & process (this document)
 - Describe POD Network proposed response (see options below)
 - If the response is not immediate, the recipient or bystander will be informed within one month of the POD Network 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 Network 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. Policy on the Selection of Locations for In-Person POD Network Events

III.A.2.1. 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.3.3. "Exclusions."

III.A.2.2. 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.2.3. 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.

Article B. Fiscal Policies

III.B.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).

III.B.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 with input from the Finance Committee and guided by the Roles and Compensation document in Appendix A.
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 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.

III.B.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.

III.B.4. Fiscal Responsibilities of the Executive Director

III.B.4.1. Internal Control Policies and Procedures

The Executive Director shall review internal control policies and procedures designed to protect the organization's assets and ensure Generally Accepted Accounting Principles (GAAP) are followed. The President and Executive Director will review the internal controls with the Finance Committee annually during the fourth quarter meeting, 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 GAAP, specifically those for non-profits. The POD Network Internal Financial Controls are determined by and maintained as part of the official records of the Finance Committee.

III.B.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 Network 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 Network 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, the POD Network 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.

III.B.5. Financial Holdings

The Core Committee approves guidelines to govern the use of POD Network financial holdings, including operating funds, operating reserves, and investment revenue, to support fulfillment of the POD Network 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.

III.B.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 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 Network 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 \$5,000 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 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

POD Network investments 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 overall investment strategy:

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

In addition, the POD Network 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 POD Network financial goals are met, the Finance Committee has recommended that POD Network 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.

III.B.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 POD Network 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.

III.B.5.3. Special Projects Fund

The fund for Special Projects is the intended outcome of the investment strategy. Revenues generated from POD Network 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

POD Network 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 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.

III.B.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 Network 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.

III.B.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.

IV.B.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.

III.C. Guidelines & Procedures

III.C.1. Guidelines for Ethical Practice

III.C.12.1. 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 Network 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.C.1.2. Conflict of Interest Policy

When representing the POD Network as an organization, all members (including officers, members of the Core Committee, all staff, and all committee and 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 employee, or any 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 Network 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 and SIG (if the conflict is connected to committee and 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 and SIG or to the Executive Committee. The committee and 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 the POD Network; facilitating POD-sponsored sessions at the POD Network annual conference or at partner organization events, such as the AAC&U; undertaking formal partnerships on behalf of POD Network 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 Network committees and SIGs also are expected to adhere to any relevant Conflict of Interest Policy for the Committees and SIGs involved (see III.A.2.3. and the relevant committee and 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.C.1.3. Conflict of Interest Policies for POD Network Committees and SIGs

As the [POD Network Ethical Guidelines for Educational Developers](#) make clear, conflicts will naturally arise. To encourage ethical practice within our professional network, the following principles should guide practice.

Several POD Network 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 POD Network values of inclusion, evidence-based practices, and ethical practices, committees and SIGs that manage CFPs must make public and transparent the selection criteria and processes for these opportunities.

To help avoid potential conflicts of interest, committee and SIG members should disclose to the chair of committees and SIGs on which they serve that they plan to or have submitted a proposal. Members recuse themselves from the selection process, including when a submission from their home institution is considered.

When POD Network members are selected by committees/SIGs to represent the POD Network (either at an event or as part of an external partnership), they should keep their work on behalf of the POD Network clearly separate and distinct from personal merchandise/services marketing. It is inappropriate for POD Network members to promote sale of their own products or services during POD-sponsored sessions.

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

III.C.2. 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 Network leaders because they address the organization's mission, one or more POD Network values, or because they significantly impact the work of the vast majority of members. Such statements are developed thoughtfully and 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 Network 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?** POD will focus its advocacy on issues; while we recognize that many issues are important to members as individuals, the POD Network is a 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 advocate for our members, to support our colleagues, or to speak on an issue where the POD Network has a unique contribution or perspective?

Statements on behalf of the POD Network should be made according to this process:

- (1) The Executive Committee – or individuals or committees and 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 and 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.

III.C.3. 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.

Article D. Members

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

III.D.1. Membership and Types of Members

III.D.1.1. Membership Types

There are different types of membership:

- individual
- student/postdoc
- retiree
- lifetime (all Past Presidents)
- complimentary (additional information provided below)

III.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.

III.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 Network web site and in other appropriate venues.

III.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.

III.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.

III.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.

III.D.1.7. International Development Assistance Program

Annually up to ten complimentary memberships may be extended to persons new to membership in the POD Network and resident in a country outside of North America for whom the membership fee would be a financial hardship. This complimentary membership, renewable to a maximum of three years, is provided in recognition of the importance of offering networking possibilities for educational development programs in other countries.

Memberships for this program shall be approved by the Executive Committee before implementation.

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.1. Duties and Expectations

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

All Core and Executive Committee Members are expected to:

- 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.
- Participate in the election process for the incoming President-Elect.
- Encourage POD Network members to self-nominate for the Core Committee.
- 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)
- Serve as a mentor for new POD Network members at the annual conference and to new Core members.
- Participate in professional development activities for the Core Committee when they are made available.

IV.A.1.2. Communicating Core and Executive Service 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. Requests for endorsement should follow the processes of the External Partnership and Outreach Committee.

- 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.1.3. Additional Duties and Expectations of Executive Committee Members

Executive Committee members serve on the Core Committee and as such have the same responsibilities expected of Core members. The additional duties of 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 planning meeting(s), as communicated by the Executive Director and President.
- All Executive Committee members shall participate in annual equity and inclusion training; the incoming president elect shall also be asked to participate.

IV.A.1.4. Financial Support for Core 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.

IV.A.2. Elections

The Governance Committee Chair shall manage and conduct annual elections for Core Committee members and for the President-Elect of the POD Network in a manner consistent with the Bylaws. The Executive Director will assist with 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.

IV.A.2.1. Election of Core Committee Members

Elections for Core Committee members will be overseen by the Executive Director and Executive Committee. If any party to the process below has a conflict of interest at any point in the election process, they should recuse themselves.

a. Process for Generating Core Candidates

The Executive Director will prepare the call for self-nominations and distribute it to all POD Network members. The call for nominations should be reviewed annually by the Executive Committee and Governance Committees to ensure that the wording encourages self-nominations and is inviting to members. The Core Committee and Chairs of Committees and SIGS will recruit candidates.

b. Nomination Materials

Candidates' self-nominations should include:

- Name, title, and institution/organization
- Background in educational development
- A statement about how they plan to contribute to the mission of the POD Network in the next three years, with particular attention to equity and inclusion or any other priorities specified in the call
- A targeted curriculum vita (CV) or resume (five pages or less) that includes a selection of professional activities most relevant to this leadership role within the POD Network.

c. Election Process

After self-nominations have been received, all members will have the opportunity to vote. The Executive Director will conduct the election by 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 among those who are tied.

If an elected nominee declines to serve before the election results are announced, the nominee with the next largest number of votes will be declared elected.

d. Vacancies

Vacancies on the Core Committee might result from an insufficient number of self-nominations, a resignation, or removal as noted in the bylaws. Candidates to fill any vacancy shall be identified in a manner that is inclusive and equitable, including through a by-election, selecting a self-nominee from the most recent Core election, or recruiting from Committee and SIG members.

e. Communication of Results

The Executive Director will inform the President of the final tally. The President will contact the winners to verify their acceptance of the results. The Executive Director will inform candidates who were not elected. After notification, the Executive Director will publicize the new Core members.

Core and Executive Committee members will recommend changes in election policy and process.

IV.A.2.2. Election of the President-Elect

The election of a President-Elect shall occur each year at the fall Core Committee meeting.

a. Process for Generating Candidates

The chair of the Governance Committee will contact each eligible 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. The invitation will also include the criteria used by Core Committee members to evaluate the candidates.

If no candidates self-nominate, the Past President will make the request again to all eligible past Core Committee members with an indication that no one has self-nominated and an extension of the submission deadline.

b. Nomination Materials

Eligible candidates for President-Elect will submit a self-nomination that includes a curriculum vitae (CV) or resume describing POD Network service and contributions to the profession, as well as a letter addressing the following (typically not more than 2000 words):

Your Experience

- How your background in educational development prepares you for this presidential role.
- How your involvement in and contributions to the POD Network has prepared you to lead.
- Your experience with collaborative and distributed leadership, using example(s) from your prior work with the POD Network, your institution, or another organization.

How You Will Contribute

- Your sense of vision and priorities for the organization over the next three years in the context of the current POD Network 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 contributions).
- How your knowledge, experience, and commitment to DEI will contribute to making the POD Network a more equitable and inclusive organization.

The Executive Committee may add additional questions that reflect current areas of emphasis for the POD Network.

c. Election Process

The Chair of the Governance Committee will present all eligible candidates to the Core Committee in advance of the fall meeting, along with a list of criteria for use in reviewing candidate materials and reducing bias in the evaluation of candidates. 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.

The Core Committee will review and discuss each candidate's statement. If there are only one or two candidates, the election will be by simple majority vote. If there are three or more candidates, the final candidate will be determined using the Hare System of Ranked Choice Voting using a single ballot. Information about the system is maintained in Governance Committee files and is also available online.

Briefly, the system uses a single ballot and each voter rank-orders the candidates. If no candidate receives a majority of the votes, successive rounds eliminate the candidate with the lowest vote. If a voter's first choice is eliminated, their second-choice vote is added to the remaining candidates. Successive rounds of elimination and redistribution of votes for eliminated candidates continues until one candidate receives 50% +1 of the votes. The Governance Committee chair manages the process.

d. **Communication of the Results.**

The newly elected President-Elect shall be officially informed of the election and welcomed by the Past President or President. The Past President or President 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

This section identifies the primary duties and support afforded the president of the POD Network and consistent with the bylaws.

The President's one-year term begins after serving one year as President-Elect. The President has the following duties:

- Chairs the Executive Committee, presides at regularly scheduled Executive Committee meetings, and prepares the Executive Committee semi-annual reports to the Core 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.
- Supervises the work of and coordinates the annual evaluation of the Executive Director.
- Meets regularly with the Communications Team.
- Communicates with the membership to make visible the work of the Core and Executive Committees and/or other committees/SIGs. The communication may take multiple forms including an annual organizational update, a plenary address at the conference, and quarterly messages.
- Coordinates the development of official statements to the membership as needed, following guidelines in I.A.6.
- Performs such administrative functions as signing official documents and letters and creating and/or maintaining documentation for processes handled by the president.
- Works closely with the Executive and Finance Committees in managing the fiduciary affairs of the organization, including the development of the budget and serves on the Finance Committee.

- Monitors the work of any ad hoc committees or other groups set up by the Core Committee and serves on such groups as needed.
- Assists the President-Elect in preparing for the presidential role.
- Serves as Presidential Liaison to an agreed upon cluster of committees and SIGs and facilitates chair support and connections for those committees and SIGs. Liaison assignments will be agreed upon during an Executive Committee meeting shortly after the Spring Core Committee meeting.
- 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.

Assuming approval in the annual budget, 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 travel on behalf of the POD Network to educational development conferences.
- 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. Liaison assignments will be agreed during an Executive Committee meeting shortly after the spring Core Committee meeting.
- Chairs any search committees needed, such as for the position of Executive Director.

Assuming approval in the annual budget, the Past President 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.

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

The election process for the President-Elect is outlined in the Bylaws (I.C.2.) and Guidelines (IV.A.2.2).

Once elected, but before the term begins, the incoming 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 Finance, Governance, and Strategic Plan Committees to become familiar with organizational procedures after assuming the role of President-Elect
- 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 Finance, Governance, and Strategic Plan Committees; and
- Serves as Presidential Liaison to an agreed upon cluster of committees and SIGs and facilitates chair support and connections for those committees and SIGs. Liaison assignments will be agreed upon during an Executive Committee meeting shortly after the spring Core Committee meeting.

Assuming approval in the annual budget, 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.

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.

IV.B.1.2. Administrative Committees

Set/determine policy, develop the annual budget, develop the strategic plan, and recommend changes to policy . Each may make budget requests and propose sponsored sessions at the annual conference.

- Core Committee (Board of Directors)
- Executive Committee
- Finance Committee
- Governance Committee

IV.B.1.3. Operational Committees

Implement 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 membership. Each may, make budget requests and propose sponsored sessions.

- Awards Committee
- Conference Committee
- Diversity, Equity, & Inclusion Committee
- Digital Resources and Innovation Committee (DRI Committee)
- External Partnerships and Outreach Committee (EPOC)
- Membership Committee
- Professional Development Committee
- Scholarship Committee
- Strategic Plan Committee

IV.B.1.4. Special Interest Groups (SIGs)

Special Interest Groups (SIGs) bring together interested members around enduring subjects of interest and importance in the field of Educational Development. They 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. SIGs make budget requests and 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 & Small Centers
- 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 tele- or videoconference, or other electronic means. Each submits a written report twice annually to the Core Committee and Executive Committee communicates with the Executive Committee between Core meetings through their Core Representative or Presidential Liaison.

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 Office to be added to the Chair email list and file-sharing space.
- *Committee/SIG meeting minutes and materials*: For consistency and continuity, individual committees and SIGs will keep meeting minutes, work, rubrics, timelines, and shared file space administered and shared by the POD Network.

IV.B.1.5. Membership and Terms of Service

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. The term of membership in a committee or SIG is not limited except where specified by the committee or SIG below.

Standing committees will consist of at least 6 persons to spread the workload and involvement of POD Network members in key decision-making.

A new SIG can be formed by petition to the Core Committee. The petition should include the SIG 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 provided POD Network shared file spaced administered by the POD Network, a hosted email list, web space, access to 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.

IV.B.1.6. Signature Work of Committees and SIGs

Along with other work specific to a committee or SIG described in sections below, committees and SIGs coordinate the planning and facilitation sponsored conference activities.

Past initiatives offered by committees and SIGs are suggestive of the types of initiatives that may be supported, but do not obligate the POD Network to offer them in the future.

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 the POD Network 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.2.1. Selection of Committee and SIG Chairs

Committee and SIG chairs shall be elected by the committee or appointed by the president. Appointments by the president shall occur in consultation with members of the relevant committee or SIG. 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 to the Core Committee.

IV.B.2.2. 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 Executive Committee. Two models of chair succession exist:

- chairs serve up to but not exceeding three years, or
- chairs serve a three-year term, spending one year in each of the following roles: past, current, and incoming chair (chair-elect).

IV.B.2.3. Timing of Leadership Transitions

Leadership transitions should occur at the time of the Annual Conference.

IV.B.2.4. 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 Core members is required for removal. In keeping with POD Network values, remediation is preferred over 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.2.5. 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
- 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 and SIG 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) – guidelines and policies for the Core Committee and its members are described above.
- Executive Committee – guidelines and policies for the Executive Committee and its members are described above.
- 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 Network assets are protected and that its resources are used appropriately and effectively to help fulfill the organizational 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 leadership of the Finance Committee consists of a Chair and a Chair-elect.

The Finance Committee Chair is a current member of the Finance Committee and unless already on the Core Committee, an ex officio voting member of Core. The Chair will serve for a 2-year term.

The chair will work with the Executive Director to create an annual financial report for the general membership.

The Chair-elect, a current member of the Finance Committee and, ideally, in their first year on Core, will serve a 1-year term. Chair-elect vacancies are filled every two years by requesting current committee members self-nominate. The final selection and appointment of the Chair-elect is made by the President, with input from the Executive Committee and approved by Core.

The Chair-elect will assist the Chair in the regular operations of the committee, lead the Finance Committee meetings in the absence of the Chair.

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.

Giftng Subcommittee Membership

The Chair of the Gifting Subcommittee is a member of the 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.

Giftng 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, either elected by the general membership or ex officio voting member for the duration of their term as Chair
- 2) Chair-elect, either a member of Core or at-large
- 3) President
- 4) President-Elect
- 5) Executive Director (non-voting)
- 6) Core Member
- 7) Core Member
- 8) At-Large Member
- 9) One additional member, either Core or at-large

To Help ensure succession planning, ideally one Core member from the first-year cohort should join the committee every two years (at the spring meeting) if space on the Finance Committee allows. Members serve 3-year terms and then either rotate off or become Chair or Chair-elect. In cases where a member rotating off the Finance Committee is elected as the POD Network president, that person would continue to serve, first as President-Elect, then as President, before rotating off.

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. The Chair and Executive Director will hold an orientation meeting for all new members after new members are added and before their first Finance Committee meeting.

Signature Work of the Committee

All actions of the Finance Committee are guided by POD Network Fiscal Policies. Primary responsibilities include:

- Review all POD Network financial reports produced by the Executive Director on at least a quarterly basis.
- Confirm with a third-party accountant (CPA) on a regular basis 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 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.

Committee-Related Policies and Guidelines

POD Network Fiscal Policies govern the work of the Finance Committee.

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 Network President-Elect; the Past President; two Core Committee members; two at-large members; 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 Network Governance Manual twice annually, following each Core Committee meeting. If the revisions or additions are connected with the business of a committee or SIG, that committee or 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 and SIG chairs.

The Governance Committee will conduct a thorough review of the entire Governance Manual. Ideally, the review should be conducted every four years. This review should evaluate clarity, organization, and transparency. The review will examine policies and practices for accuracy and bias or inequities. The committee will recommend revisions in its report for consideration and a vote by the Core Committee.

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, Equity, & Inclusion Committee
- Digital Resources and Innovation Committee (DRI Committee)
- External Partnerships and Outreach Committee (EPOC)
- 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, 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.

The POD Network Conflict-of-Interest (COI) policy that indicates "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 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 the 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 Diversity, Equity, & Inclusion Committee; at least one past Stanley Awardee (when possible), and two POD Network at-large-members. Ideally, at least one at-large member serves on the 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 members.

The terms of subcommittee members follow the terms of service and membership outlined above (3-year terms, renewable once at the discretion of the committee). Ideally, members' terms will be staggered to ensure continuity.

Signature Work of the Committee

The Awards committee is responsible for POD Network awards and recognition programs. The criteria for each award appear below. All awardees must be POD Network members. All awards are presented each year at the annual POD Network conference, and awardees are strongly encouraged to attend the Awards dinner and receive their award.

[Spirit of POD 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:

- o strength and clarity of research question and approach
 - o relationship to the field of educational development, previous research, and/or theoretical frameworks
 - o coherence across data, analysis, findings, and conclusions
 - o 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?

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 the POD Network 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)
- 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 area of focus, POD Network leadership, etc.).
 - b. Once the award has been approved by Core, a representative of Core (typically a member of the 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, this 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 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 above, 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 Network 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 Network 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:
 - o Pre-Conference Workshops Coordinators
 - o Interactive Sessions Coordinators
 - o Research Sessions Coordinators
 - o Roundtable Sessions Coordinators
 - o Poster Sessions Coordinators
 - o 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 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 Coordinators* 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 Network.
- *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, Equity, & Inclusion
 - The *Inclusion Coordinator* is selected by the Diversity, Equity, & Inclusion Committee; collaborates with the Conference Committee, as needed, to plan and implement strategies for increasing accessible, inclusive practices at and for the annual POD Network conference; works closely with the Diversity, Equity, & Inclusion Committee Conference co-coordinators; and participates in Diversity, Equity, & Inclusion 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, Equity, & Inclusion 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, Equity, & Inclusion (DEI) Committee

Google Email: diversity@podnetwork.org

Google List: diversity-list@podnetwork.org

Committee Charge

The Diversity, Equity, and Inclusion Committee (DEIC) 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, equity, and inclusion. Formed in 1993, as a result of a strong call from individuals within the membership, the Committee goals are focused on:

- 1) recruitment and retention of members from underrepresented groups and institutions in the POD Network and in the faculty/instructional development community more broadly (in coordination with the membership committee) and
- 2) cultivation of greater critical attention to questions of diversity, equity, and inclusion in the organization and 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).

The committee serves these dual purposes through outreach and support aiming to bring new members into the POD Network community (with a particular emphasis on the conference), as well as supporting, highlighting, and promoting scholarship and resources focused on diversity, equity, and inclusion. The committee engages with other POD Network committees and SIGs to help promote values related to diversity, equity, and inclusion throughout the work of the POD Network and its members.

Committee Leadership Structure and Responsibilities

The DEIC 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 DEIC Executive Team (ET) on matters related to the grants program, POD Network 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 above, the co-chair(s) of the DEIC provide leadership and vision to the DEIC 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 DEIC affiliates to review conference proposal submissions.
- Inviting people to submit sessions, as individuals and as teams.
- Communicating DEIC conference events to the DEIC affiliates and the POD Network membership.
- Setting agenda for and chairing annual business meeting.

All DEIC members from the previous five years, who have served at least one year as an 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 DEIC Executive Team consists of two Diversity Fellowship Coordinators, two Conference Co-Coordinators, two Assessment Coordinators, two Scholarship and Professional Development Coordinators, two Inclusion Coordinators, two Outreach Coordinators, and additional positions as proposed by members of the POD Network community. Individuals are recruited through the POD Network Open Discussion Group and lists of participants at the DEIC business meetings, and they are selected by members of the Executive Team using a thorough review process focused on three factors:

- alignment between candidates' interest in the position and the goals of the committee
- candidates' relevant experiences vis-à-the criteria of the position for which they are applying
- experience in educational development broadly.

Assessment Co-Coordinators (two-year term):

Responsibilities include reviewing all assessment data collected by the DEIC and synthesizing it for the executive team, collaborating with the Fellowship Coordinators in the planning and implementation of (short and long-term) assessments for all diversity fellowship recipients, identifying other assessment measures related to DEIC work in order to measure the impact and retention of historically underrepresented individuals and institutions. The Assessment coordinators serve as liaisons to the larger POD Network assessment committee to work collaboratively on the assessment of POD Network strategic plan, and collaborate with the Membership Committee to ensure that diversity is integrated into assessment efforts across the organization and synthesize the DEI-related findings from these efforts into a report to the [Executive Committee](#). The assessment coordinators participate in the DEIC Executive Team meetings on a monthly basis.

Diversity Fellowship Co-Coordinators (two-year term):

Responsibilities include managing, leading, planning, and implementing all aspects of the Collaborative Diversity, Equity, and Inclusion Mentorship Fellowship and Donald H. Wulff Diversity Travel Fellowships. The Fellowship 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 Network Conference and Program Co-Chairs to ensure increased visibility of fellowship recipients and work with the Inclusion Coordinator to implement accessible, inclusive practices at the annual conference. Work collaboratively with *Diversity Fellowship Co-coordinators* to manage, lead, plan, and implement all aspects of the Collaborative Diversity, Equity, and Inclusion Mentorship Fellowship and Donald H. Wulff Diversity Travel Fellowship. The Conference Co-Coordinator also plan and coordinate the annual Diversity, Equity, & Committee Dinner that is held during the POD Network Conference.

Scholarship and Professional Development Resource Coordinators (two-year term)

The Scholarship and Professional Development Resource Coordinators raise the visibility of scholarly work on diversity in educational development within the POD Network; work with other POD Network 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.

Inclusion Coordinators (two-year term):

The Scholarship and Professional Development Resource Coordinators raise the visibility of scholarly work on diversity in educational development within the POD Network; work with other 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.

Inclusion Coordinators (two-year term):

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

Outreach Coordinators (two-year term):

The Outreach Coordinators serve as the DEIC liaison to other POD Network committees to collaborate on projects and initiatives; build relationships with partner organizations and make recommendations around alignment of POD Network work with key external partners in the areas of equity, diversity, and inclusion; collaborate with the Conference Co-Coordinator 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.

Additional Positions

In the committee call for applications, we include the opportunity to propose *new roles* and modes of contributing to the ET. These proposals are reviewed by the committee as any other, and they can be further refined as needed through conversation with the applicant. These roles can be temporary or permanent based on the determination of the ET members.

Membership

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

Signature Work of the Committee

Grants Program: The DEIC 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 Network President Don Wulff in recognition of his longstanding commitment to diversity and inclusiveness and his efforts to establish the Diversity Committee (now DEIC), 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 Network Conference. Applicants do not need to be previous members of the POD Network but will need to join the POD Network before attending the conference.

The DEIC 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 DEIC. 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 *Collaborative Diversity, Equity, and Inclusion Mentorship Fellows Program* replaced the former internship program. This program is designed to build connections and relationships both within and between institutions. The mentor and mentee collaborate on a project related to the diversity, equity, and inclusion mission of the POD Network while also providing experience for the mentee to engage with and appreciate the benefits of participation in the POD Network.

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 attendance at the annual POD Network conference either at the beginning or end of the grant period.
- To build connections across institution-types.

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

Wulff Fellows Roundtable: The DEIC will organize a session for the winners of the Wulff fellowship to share their work with the broader POD community as a part of the conference.

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

Committee-Related Policies and Guidelines

NA

IV.B.4.4. Digital Resources & Innovation Committee

Google Email: dri@podnetwork.org

Google List: dri-list@podnetwork.org

Committee Charge

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

- Researching new and innovative technologies and approaches that enhance the POD Network mission
- Providing guidelines for usage of these technologies across the POD Network governance structure of committees and SIGs
- Piloting and bringing to scale technologies that support POD Network 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 Digital Resources & Innovation Committee and/or designated committee member coordinates tasks with any external vendors hired to complete a task in support of the POD Network mission.

The *Chair* organizes the regular online meetings and the annual conference meeting of the Digital Resources & Innovation 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 Digital Resources & Innovation Committee meetings in the absence of the Chair.

A *liaison to the Conference Team* is selected from among Digital Resources & Innovation Committee members through a call for volunteers and designation as such by the Chair. This choice is communicated to the Executive Director and the Chairs 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 on 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 Digital Resources & Innovation Committee mailing list. Nominations are then voted on via electronic survey and the results are announced at the annual conference.

Committee Structure

The Digital Resources & Innovation Committee structure is 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.
- *Social Media Group* provides guidance for POD Network and its 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 Network activities.
- *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 Digital Resources & Innovation Committee members for testing.
- *Digital Tools Group* investigates and implements new ways of using existing digital media channels and resources, as well as exploring the adoption of new tools or the phasing out or replacement of defunct or outdated ones. This can include tools to be implemented on an organization-wide basis for the whole POD Network used for a specific function by one or more committees and/or SIGs-

Membership

- No restrictions are placed on who may join the Digital Resources & Innovation Committee or the length or intensity of their involvement.
- People who would be well-suited to the Digital Resources & Innovation Committee include POD Network members who are:
 - curious about how the POD Network operates
 - 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.

- Membership in the Digital Resources & Innovation Committee is open to all POD Network members. Potential committee members are invited to attend our monthly meetings throughout the year and are also actively recruited at the annual conference.
- New members are given access to the committee Google Group folder and added to the Digital Resources & Innovation Slack channel and email list.

Signature Work of the Committee

- Key projects include evaluating and making recommendations regarding apps to support the conference experience, making recommendations to Core and member groups regarding the use of social media as well as internal communication resources and tools, as well as considering new and developing technologies that may contribute to members' experiences and effectiveness within the organization and in their own professional capacity.
- The Digital Resources & Innovation Committee practices, and celebrates, a model of deep collaboration centered on distributed leadership. Committee members are invited and encouraged volunteer to take part in any project conducted by the Digital Resources & Innovation Committee work groups, knowing that some projects may have skill requirements they will need to meet. They may also volunteer to take on "leadership" responsibilities such as evaluating technologies, outlining and reporting on findings and recommendations, leading segments of the Digital Resources & Innovation Committee monthly meetings, and reporting recommendations to POD Network 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 Digital Resources & Innovation 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 requests 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, and outreach for the organization
4. manage the prioritizing and vetting processes involved in committing to partnership requests, and where necessary, limit requests
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 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 EPOC serves a one-year term, working closely with the Past Chair and Chair-Elect. Normally, the Chair-Elect accepts the position from within the committee each Fall, prior to the leadership transition that coincides with the Annual POD Conference. The Chair-Elect retains this position for one year preparing to take on the role of Chair at the time of the Fall conference in the following year when the term of the previous Chair ends.

The EPOC Chair can be a current or past member of the Core Committee or an at-large member.

Membership

EPOC is open to all members of the POD Network interested in developing and reviewing guidelines related to advocacy, outreach and partnerships.

The EPOC consists of at least 8 members:

- 1) EPOC Chair
- 2) EPOC Chair-Elect
- 3) Past EPOC Chair
- 4) President (voting)
- 5) Executive Director (non-voting)
- 6) Core Committee representative
- 7) Additional at-large members

Signature Work of the Committee

EPOC provides support, guidance, and resources to support outreach, and partnership activities of the POD network to expand the impact of the POD institutional, national, and international levels.

EPOC Policies and Guidelines

Guidelines for Outreach

Outreach, for the purposes of the work of EPOC, describes activities that increase awareness of the POD Network, promote the work of POD, and enhance the POD mission by seeking partnerships 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 in preparation for a Core Committee vote. 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 on the POD Network website 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 relationships 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.

IV.B.4.6. 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 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 above, 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 Network 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 Network 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 section of the POD Network Governance Manual.

Responsibilities of the Executive Board

The Executive Board sets the committee's 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 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 Network 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 the POD Network 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 Network Open Discussion Group. Self-nomination will consist of a brief statement of interest, a list of recent activities related to POD Network 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 Network 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 Network membership. General membership is open to any member of the POD Network.

Signature Work of the Committee

- Crafts, administers and shares results of a “Membership Survey” every five years. Draws attention to relevant committee work and 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.4.7. Professional Development Committee

Google Email: pdcc@podnetwork.org

Group List: pdcc-list@podnetwork.org

Committee Charge

The Professional Development Committee (PDC) is charged with responding to the diverse professional development needs of POD Network members at various career stages and different institutional types. PDC coordinates the development, offering, and assessment of programming that supports the professional growth of POD Network members in a variety of venues and modalities.

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 above, the chair of PDC serves a one-year term, working closely with the Past Chair and Chair-Elect. Each October, prior to the leadership transition that coincides with the annual conference, the committee reviews the responsibilities of chairs and the time commitment required by each position. Members of the committee interested in serving as Chair-Elect are invited to self-nominate or to encourage colleagues to self-nominate. 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. Meetings of the full committee are structured to encourage collaboration and idea generation on new projects, with subcommittee reports on ongoing projects submitted in writing in advance. The PDC regularly invites new and continuing POD Network members to join and guides them into increasing levels of responsibility so that PDC members are ready to become subcommittee, and ultimately committee, chairs.

Each of the programs described in the Signature Work section below has a standing subcommittee that is directly involved in that program. Ad hoc subcommittees are created for pilot projects, or to fill emerging needs. Particularly for more expansive projects, subcommittee chairs may recruit additional help from outside the committee. In addition, one or more committee members may serve as liaisons to other committees.

Membership

The PDC is open to membership from interested POD Network 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

Event Promotion and Organization

POD Institute for New Educational Developers (POD Network INED)

In cooperation with the Executive and Core Committees, the Committee manages the call for proposals process for institutions wishing to sponsor the Institute for New Educational Developers, 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.

POD-AAC&U Organizational Development Institute (ODI)

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

POD-sponsored Sessions at the AAC&U Conference

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 ODI and POD-sponsored sessions.

Programs Conducted by the Committee

PODLive!

The Committee offers virtual programming throughout the year. PODLive! is a series of interactive webinars designed around various topics relevant to the professional development of educational developers. The Committee is responsible for recruiting facilitators, scheduling and publicizing the sessions, hosting the sessions, and coordinating with the POD Network website developer to create an archive of recordings and materials. The Committee typically offers five to seven PODLive! sessions per year.

POD Connects!

The Committee facilitates connection of POD Network members through POD Connects! A POD Connects! group is a small group of POD Network colleagues who commit to meeting at regular intervals to provide each other with peer mentorship

and accountability to support their professional development and growth as educational developers. The goal is to help POD Network members broaden their networks beyond their institutions and support each other in their work as educational developers.

The subcommittee for this program manages a process to help place members into these connection groups a few times a year and periodically checks in on them, encouraging them to set goals for the next six to twelve months.

Presence at POD Network Conference

The Committee maintains a presence at the POD Network conference, normally through POD-sponsored sessions related to professional development. There are three pre-conference sessions targeted at educational developers in a variety of stages in their careers:

- *Getting Started* for new educational developers, offered annually
- *Responding to Challenges and Opportunities* alternates: “Years Two through Eight” targets newer educational developers one year; “Directing a Teaching and Learning Center” is offered the next
- *Career Moves* is offered in partnership with the Graduate Student, Professional Student, and Postdoctoral Scholar Development (GPPD) SIG, focusing on potential career trajectories for educational developers and conducting job searches within the field

These sessions are run by teams that collaboratively develop, sustain, and revise the curriculum for these sessions. Each team has a rotation plan to ensure continuity and inclusion of diverse perspectives. Members of these facilitation teams do not have to be members of the PDC.

In addition to the variety of sessions offered throughout the conference, the Committee hosts a table at the Resource Fair to recruit potential members and inform the POD Network membership on the variety of programs offered.

IV.B.4.8. 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 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 the POD Network. 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 above, the chair(s) of Scholarship Committee serve a four-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 the 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 Network committees, especially the Membership Committee.

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. **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 Network 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 Network 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 the POD Network. Proposals shall include a description of the proposed publication, a rationale for its publication by the POD Network, and a work plan including the names of members who will be involved to the extent possible.
- B. **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 Network 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 Network members.

- A. **Online Directory:** The subcommittee maintains an accessible online directory of POD Network researchers and scholars.
- B. **Survey Support:** The subcommittee will review requests for POD-sponsored surveys and provide feedback on surveys.
The subcommittee will support the scheduling, dissemination, collection, and archiving of questions and data from the POD Network Membership Survey.
- 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 Network Core Committee, which will approve or reject these proposals. Proposed projects should relate to the mission of the POD Network 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 Network members, especially as they extend the application and impact of their work and advance the field of educational development.

- E. Research Grants: Responsibilities include managing, leading, planning, and implementing all aspects of the Research Grants. Membership of the Application subcommittee will include two Research Grants Co-Coordinators (two-year, staggered terms).
- Along with an appointed committee, the Grants Co-Coordinators will use the announced criteria to conduct a blind review of the submissions. The Research 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.
 - The Research Grants Co-Coordinators will make a recommendation for funding to the Core Committee (by the Core Budget Request deadline).
 - Grant recipients and non-recipients will be notified through an official letter from the Research Grants Coordinators in May/June. Because the POD Network promotes formative processes, general feedback from the evaluating committee will be available upon request to non-recipients.
 - Individuals submitting proposals for the POD Network Research Grants Program must be a POD Network member at the time of submission. Previous grant recipients are eligible to submit another proposal only after 3 years have passed since the submission date of the previous proposal; the exception is Early Researcher awardees, who may apply for a Research Grant without waiting 3 years. Dissertation research may not be funded through the POD Network Research Grant.
 - Recipients submit a progress report in February and a final report in September. They disseminate their research project to appropriate venues such as the POD Network conference and/or *To Improve the Academy* and cite POD Network Research Grant funding in all presentations and publications. Previous grant recipients are eligible to submit another proposal only after 3 years have passed since the submission date of the previous proposal; the exception is Early Researcher awardees, who may apply for a Research Grant without waiting 3 years. They agree to serve as a reviewer for POD Network Research Grants in the coming year(s)

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 Network 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 Network 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 Network 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 Network, 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 Network 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 the POD Network.

C. Professional development opportunities and resources:

The Scholarship Dissemination 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 Network 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 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 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 Network Sponsored Publications:

Unless otherwise designated, oversight for POD Network sponsored publications (listed below) falls under the purview of the Subcommittee on Scholarship Dissemination.

1. *To Improve the Academy: A Journal of Educational Development*

Description: *To Improve the Academy (TIA)* is a scholarly journal focused on faculty, graduate student, and professional student instructional, professional, and organizational development. The journal highlights both practice- and research-based works that advance the field of educational development. Authors may contribute manuscripts through open solicitation or special calls. Each issue should reflect the mission of the POD Network and maintain a quality and appearance consistent with top-tier journals.

Editorial Team: The editorial team of TIA consists of 1-2 head editors and 1-2 associate editors. The 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; by appointing the Associate Editor(s), the Core Committee selects the next Editor(s). To encourage a diverse group of applicants, a self-nomination solicitation shall be sent to the full membership. Self-nominations shall be returned to the current Associate Editor(s), who will work with members of the Scholarship Committee to choose the new Associate Editor(s).

Terms of Editors: Both the Editor(s) and the Associate Editor(s) shall serve two-year terms. The Associate Editor(s) shall then ascend to the position of Editor at the end of their term. If any Editor or Associate Editor is unable to complete the term, the Scholarship Committee will appoint a replacement, considering other members of the current editorial team and past self-nominations as appropriate.

Responsibilities of Editors: The Editor(s) and Associate Editor(s) shall share the following responsibilities:

- a) solicit manuscripts
- b) manage communication
- c) manage the manuscript review process and make final editorial decisions
- d) edit and oversee the copyediting process

- e) work with the Executive Director and the publisher through the production and dissemination process
- f) submit a biannual report of *TIA* work to the Scholarship Committee Chair for inclusion in the committee report to the Core Committee. The Editor(s) shall use the current standardized report template and include, at minimum, information about the number of manuscripts and invited essays received; acceptance, revise & resubmit, and rejection rates; and associated budget requests
- g) attend the Scholarship Committee meeting at the POD Network annual conference or appoint a representative to attend on their behalf.

Editorial Board: The *TIA* Editorial Board serves to advise the Editors 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 of Editorial Board: 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*
- d) Promote both the quality and quantity of work published in *TIA*, as appropriate. Appoint a representative to attend the Scholarship committee meeting at the annual conference to report during the Scholarship Committee 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 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.

Contributing Editors:

Contributing Editors support the *TIA* editorial process by regularly contributing to the blind peer-review process for submitted manuscripts. Like general reviewers, they provide authors and the core editorial team thoughtful, unbiased feedback on the quality and suitability of submissions. Contributing Editors may review manuscripts as part of the normal submission process or in response to special calls. Contributing

editors also provide advice to the Editorial Board on short- and long-range planning for the content and dissemination of *TIA* as well as the quality and quantity of work published in *TIA*.

Membership and Terms of Contributing Editors: As needed, the editorial team will solicit self-nominations from the full POD Network membership and select Contributing Editors based on educational development experience and experience reviewing manuscripts. Contributing Editors serve 3-year terms, renewable for one additional term, and commit to reviewing 3-6 manuscripts each year. There will be no more than 20 Contributing Editors at any given time.

Reviewers: *TIA* Reviewers blind review manuscripts and provide authors and the editorial team thoughtful, unbiased feedback on the quality and suitability of submissions aligned with their specific interests and expertise. A call for reviewers shall be issued to the general POD Network membership as needed. Reviewers 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.

2. *Thriving in Academe*

Description: *Thriving in Academe* is a four-page article on teaching and learning in higher education, published as a collaboration between the POD Network 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.

3. *POD Speaks*

Description: *POD Speaks* are short, evidence-based white papers, written with the goal of furthering the work of educational development among a wide audience of higher education professionals. They are resources for members advocating for the work of educational development on their campuses. Topics should align with and promote the POD Network mission and values.

Papers are blind reviewed according to the following criteria. 1) Does it promote the POD Network mission, goals, and values? 2) Does it clearly advocate for the work of educational developers? 3) Is the topic meaningful to a general higher education audience? 4) Is it grounded in current research?

Selection of Editors: The editor of POD Speaks is appointed by the Scholarship Committee on the basis of self-nomination.

Selection of Reviewers: Reviewers of POD Speaks will be chosen from the POD Network membership through a self-nomination process. A call for reviewers will be issued to the general membership on an as-needed basis, and reviewers from the To Improve the Academy pool may also be asked to review for POD Speaks. The editor will select reviewers.

Dissemination: POD Speaks will be made available electronically on the POD Network website. It is free and available to the general public.

4. *A Guide to Faculty Development* (3rd edition)

General Policies for POD Network 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 Network publications should adhere to all other approved branding guidelines (See III.A.4), 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 commitment to recycling.

Distribution

Decisions on how to distribute POD Network 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 Network 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 Network members and a higher one for non-members.

Royalties

Authors of POD Network publications that are printed by the POD Network 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 the POD Network and the author at the rate of 20%/80%. If the publication is an edited one, then the “author” is considered to be the POD Network, and there is no sharing of royalties.

IV.B.4.9. Strategic Plan Committee

Google Email: spcomm@podnetwork.org

Google List: spc@podnetwork.org

Committee Charge

The purpose of the Strategic Plan Committee (SPC) is to guide the organization strategic planning processes and assessment, advising and soliciting input from the Core Committee on the prioritization of the organization 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 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 progress towards its strategic goals and priorities to the Executive and Core Committees and the POD Network 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 above, the Chairs of the Strategic Plan Committee:

- Act as liaisons to the Manager of Digital Marketing & Communications to communicate progress and notable projects/accomplishments to the POD Network membership
- Communicate with each committee and SIG Core 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 fall meeting at the POD Network 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 Network 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 & Small Centers
- 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 Network 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 Network 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 within the POD Network: Increase understanding among the POD Network 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 Network Conference
 - Submit specific SIG-sponsored workshop proposals for the POD Network Conference

- Submit a proposal for a BoF session at the POD Conference
 - Report on the POD Network 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 Network 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 the POD Network - and in Higher Education more broadly - that is attentive to the needs of part-time and adjunct faculty. Actionable Steps:
- Submit pieces to POD Network publications, such as POD Speaks, on the means through which faculty developers can support the adjunct faculty at their institutions.
5. OUTREACH: Connect with and mentor part-time and adjunct faculty who are interested in educational development as a career. Actionable Steps:
- Administer the POD Network 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 Network 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

Drawing on evidence-based practices and with the aim of promoting equitable and inclusive participation in the field of educational development, 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
- 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 and Engagement Working Group
- Conference Working Group
- Diversity and Outreach Working Group

Leadership positions in the GPPD SIG are a three-year term starting and ending at the annual POD Network 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 selected 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. Current POD Network 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 Presidential Liaison apprised of the work of the SIG and provide biannual reports on the work of the SIG to the POD Network Core Committee.
- Act as a liaison to other POD Network committees for matters pertaining to graduate student/professional student/postdoctoral scholar development. When appropriate, the co-chairs delegate responsibilities to working group leaders.
- Ensure that the GPPD Networking event and GPPD SIG Business Meeting are scheduled at the POD Network Conference and oversee meeting 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 section of the POD Network 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 Network 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 conversations on assessment and evaluation within the GPPD community
- Provides space for exploring the role of assessment and evaluation in fostering equity and inclusion in graduate and postdoctoral professional development
- Supports our network of GPPD colleagues, by providing resources and facilitating conversations on assessment and evidence-based strategies

Communications and Engagement Working Group

- Maintains the lists of GPPD-interest Google Group and GPPD SIG leadership Google Group and updates lists annually after the POD Network 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 Network Social regarding GPPD SIG news

Conference Working Group

- Provides support and mentorship related to the conference
- Coordinates the POD Network Conference Networking event in collaboration with the Diversity and Outreach working group
- Provides forums for additional community building during the conference (e.g., activities, resources)

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 Conference Networking Lunch event in collaboration with Conference Working Group and the POD Network Conference and Membership Committees

Membership

Membership in the larger GPPD Interest Google Group is open to any member of the POD, Network including faculty, graduate student/professional student/postdoctoral scholar developers, graduate students, professional students, postdoctoral fellows, visiting scholars, and administrators. There are no expectations for participation in the GPPD Interest Google Group. POD Network 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 Network conference to become involved in GPPD SIG activities and leadership: GPPD Networking event, 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 annual budget request to the Core Committee, the GPPD SIG will make “GPPD Career Development Travel Grants” to support attendance at the annual POD Network conference for graduate students, professional students, and postdoctoral scholars. In consultation with the GPPD SIG and the GPPD Core Representative, the Chairs will write and distribute the request for applications. The grant will be publicized on the POD Network Open Discussion Group 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 Event*
This event is held early in 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 in the POD Network. 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 (HED) 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 Network 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

Chair

The role of Chair is served for a one-year term however, this role requires three-year commitment on the Leadership Committee (one year as Chair Elect, Chair, and Past Chair).

- Collaborate with Chair Elect and Past-Chair to manage SIG project(s)
- Along with the Chair Elect and Past Chair, contribute to the completion of the SIG Reports
- With the help of the Conference Lead Elect and leadership committee, assist with the development of POD Network Annual Conference session(s)
- Schedule and advertise monthly virtual meetings with the leadership team and group as scheduled with help from Communications Lead to Chair Elect

Chair Elect

The role of Chair Elect is served for a one-year term; this is the first year required on the Leadership Committee (one year first as Chair Elect, Chair, and Past Chair).

The Chair Elect is first advertised and promoted at the Healthcare Educational Developers SIG annual business meeting, which is held at the annual POD Network conference. Once the open positions are advertised along with the associated responsibilities, the SIG will put out a call for applications amongst the whole group. Following a leadership committee vote, the open positions are announced.

- Collaborate with Chair and Past-Chair to manage SIG project(s)
- Along with the Chair and Past Chair, contribute to the completion of POD Network SIG Reports
- Organize the “Birds of a Feather” session during POD Network Annual Conference
- Attend monthly virtual meetings with the leadership team and group as scheduled

Past-Chair

The role of Past-Chair is served for a one-year term; this is the third and final year required on the Leadership Committee (one year first as Chair Elect, Chair, and Past Chair).

- Collaborate with Chair Elect and Past-Chair to manage SIG project(s)

- Along with the Chair Elect and Past Chair, contribute to the completion of POD Network SIG Reports
- With the help of the Conference Lead Elect and leadership committee, assist with the development of POD Network Annual Conference session(s)
- Attend monthly virtual meetings with the leadership team and group as scheduled

Assessment Lead

- Documents and focuses the groups' attention on the assessment of SIG activities (documents outcomes)
- Oversees the SIG assessment data collection efforts and communicates relevant assessment information to the Strategic Plan Committee
- Participates in a community of practice amongst assessment liaisons whose purpose is to swap approaches and develop best practices

Communications Lead

- Manage POD Network HED Google Group
- Assist with the vision and execution of updates and revisions of the POD Network HED website
- Manage the creation and advertisements for SIG emails and communications
- Attend monthly virtual meetings with the leadership team and group as scheduled

Conference Lead

- With the help of the Conference Lead Elect and leadership committee, assist with the development of POD Network Annual Conference session(s)
- Organize/submit abstract(s) as needed
- Organize and assist with any events related to the conference (e.g., recruiting guest speakers, etc.)
- Attend monthly virtual meetings with the leadership team and group as scheduled

Conference Lead Elect

- Assist the Conference Lead with assigned duties; the Conference Lead and Conference Lead Elect is a partnership model
- Attend monthly virtual meetings with the leadership team and group as schedule

Membership

Membership in the Healthcare Educational Developers SIG is open to anyone interested in the purpose of the group. To join the SIG you must be a POD Network member and email a request to be added to the emailing list healthcare-sig@podnetworkDOTorg

You can expect to receive email updates and communications from the leadership team on a quarterly basis. The group will schedule voluntary virtual meetings several times a year.

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. We are a community of colleagues with a range of interests and experiences in learning analytics and share the goal of learning together about this topic.

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 Network 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 comprises 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 four years.
- The Chair and Co-Chair serve on the Steering Committee along with up to five other LAC SIG members.
- Chairs, Co-chairs and Steering Committee members are elected at a LAC SIG meeting during the annual POD Network conference.
- Coordinator of Outreach to other SIGs and Committees, serving a term of two years and elected at the LAC SIG meeting during the annual POD Network conference.
[This new role will be introduced in Fall 2021.]

Membership

- Membership in the Learning Analytics SIG is open to any POD Network member interested in the purpose of the group. No prior experience or expertise in learning analytics is required or expected. To join, POD Network members need only email

and request to be added to the emailing list. New members will also be recruited each year at the POD Network conference.

Signature Work/Activities of the SIG

By forming Working Groups, the LAC SIG will:

- Bring awareness to the POD Network 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 Network conference 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 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 through hosting an exchange of ideas via our mailing list and regular programming throughout the year, and
- foster the development of concrete models of implementation and assessment of these practices in higher education settings through amplifying the work of members and contemplative practitioners more broadly.

Leadership Structure and Responsibilities

Leadership positions in the MCP SIG are open to any member of POD Network, including faculty, graduate student professional developers, graduate students, professional students, postdoctoral fellows, visiting scholars, and administrators. A minimum of two years of POD Network membership and an expectation of at least three more years of membership is required to serve in a leadership role in the MCP SIG.

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). Chairs may opt to share any position with a partner, and indicate a willingness or preference to do so when submitting a self-nomination.

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 Director in even-numbered years.

Leaders are elected by the membership based on self-nomination. A call for nominations will be issued via the mailing list two weeks prior to the annual conference, and close at the annual SIG business meeting. Current leadership will circulate with the call for nominations a transparent description of roles, estimated time commitment, and benefits of serving. Nominees may provide a brief bio statement that highlights experience or interest relevant to contemplative practices. Elections will take place electronically, with the voting window to remain open until one week after the conference concludes.

Chair-Elect

- Works closely with the chair and performs functions as delegated by the chair, including attending meetings with the SIG Core Committee representative as called throughout the year
- Takes notes for Steering Committee meetings, and distribute notes and action items after the meetings

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
- 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

Publications director

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

Programming director

- Encourages and coordinates the submission of mindfulness and contemplative pedagogy sessions and other programs at the annual POD Network 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 POD Network 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 Network conference, as well as through dissemination of the newsletter among colleagues. The Mindful Google Group is considered the official membership list of the MCP SIG.

Signature Work of the SIG

1. Visibility: Offer mindfulness and contemplative practices to wider membership.
 - a. Post gatherings with mindful and contemplative practices to POD Network calendar
 - b. Submit specific SIG-sponsored workshop proposals for the POD Network Conference
2. Community: Act as a hub and resource through publications and mailing list.
 - a. Circulate "Mindful Moment" quarterly newsletter, which features articles on faculty development around mindfulness and contemplative pedagogy, recorded mindfulness practices, upcoming opportunities for publication, presentation, or participation, announcements of upcoming SIG gatherings, and other items of interest to the community.
 - b. Create a shared calendar resource for members to post relevant webinars or events related to MCP.
 - c. Create and send monthly emails to the POD-Mindful Google Group.

3. Outreach: Build capacity within the SIG by connecting with contemplative practitioners within and beyond the POD Network membership and amplifying the work of people of color working in contemplative practices.
 - a. Create programming that addresses stress for educational developers, work/life balance pressures, regenerative capacity of mindful and contemplative practices.
 - b. Create multi-year goals/themes that would offer prospective leaders immediate direction for efforts.

IV.B.5.6. Scholarship of Teaching and Learning (SoTL) SIG

Email: sotl-sig@podnetwork.org

Google Group: pod-sotl-sig@podnetwork.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 Network conference proposals on SoTL-related topics
- Foster community by facilitating a meeting of the SIG at the annual POD Network 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 general responsibilities of chairs noted above.

Membership

Membership will not be limited in number and will be open to any POD Network 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 Network 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.5.7. Small Colleges & Small Centers SIG

Google Email: Small-colleges@podnetwork.org

Google Group: sc-pod-list@podnetwork.org

SIG Mission

The mission of the Small Colleges & Small Centers SIG is to create community around common interests among faculty and educational developers at smaller colleges/universities and in small centers; to promote awareness of challenges and opportunities at small colleges/universities and in small centers to the POD Network community; and to facilitate sessions at the POD Network 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 & Small Centers SIG, which is held at the POD Network 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 the POD Network conference
- promotes the offering of sessions of interest and of value at the POD Network conference to SIG members
- works with the Steering Committee to identify POD Network conference sessions of interest to faculty developers at small colleges/universities and small centers
- distributes the list of POD Network conference sessions to the Small Colleges & Small Centers Google Group
- identifies a facilitator to submit a proposal for the Small Colleges Birds of a Feather session at POD Network
- 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/university or a small center at any institution. The Small Colleges & Small Centers Google Group (SC-POD) is considered the official membership list of the Small Colleges & Small Centers SIG.

Signature Work of the SIG

- The SIG maintains a Google Drive folder with resources for faculty development at small colleges/universities and in small centers.
- 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 & in Small Centers” annually at the POD Network conference, facilitated by the SIG steering committee.

IV.B.5.8. 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 Network 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 Network 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 Network conference.

Membership

Membership in the STEM SIG is open to anyone interested in the mission of the group. To join POD Network 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.5.9. Teaching with Technology (TwT) SIG

Google Email: twt-sig@podnetwork.org

Google Group: twt-list@podnetwork.org

SIG Mission/Focus

The POD Network Teaching with Technology Special Interest Group (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 includes the Chair, Chair-Elect, and Past-Chair. No person may hold two positions on the Executive Committee. Volunteer Members-at-Large may volunteer their time to lead one action or event within the year, but have no formal position or responsibilities.

- 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 Executive Committee and business meetings
 - Conducting TWT-SIG activities in accordance with the policies of the POD Network
 - 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.

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 Chair serves a two-year term after serving one year as Chair-Elect and followed by two years as Past Chair.
 - The Past Chair seeks nominations for Chair-Elect at least one month ahead of the annual business meeting, during the second year of the Chair two-year term.
 - 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 term begins in November.

- 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 Network conference, and other events in the year.

Meetings

- TwT-SIG will conduct at least one business meeting each year at the annual POD Network 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 the POD Network. TwT-SIG may hold meetings only in places that are open to all members of the POD Network.

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 the 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 bylaws.

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 POD Network Executive Director has three main areas of responsibility: organizational leadership, administration, and management/supervision. Please note that this job description is more detailed than many ongoing position descriptions, but with the annual change in presidents and the rotating Core Committee membership, it is important to be comprehensive to promote both transparency and clarity in expectations.

a. Organizational Leadership

Strategic Initiatives

- in collaboration with the Executive & Core Committees, standing committees, and SIGs, make recommendations for the growth and

development of the organization in alignment with the Strategic Plan or to support the development of a new Strategic Plan

- in collaboration with Exec Committee and relevant others, ensure organizational commitments as outlined in the Strategic Plan (e.g., DEI) are being pursued, reviewed, updated, and fulfilled
- in collaboration with the Conference Committee, ensure that the POD Network flagship event supports and promotes organizational priorities
- in collaboration with the Membership Committee, engage in initiatives to recruit and retain members
- develop and maintain relationships with partner organizations, including serving as the main POD Network representative/liaison where needed
- seek and recommend new relationships/partnerships as appropriate

Strategic Communications

- lead annual review of Communications Plan and update goals and strategies as needed
- ensure implementation of Communications Plan goals
- prepare strategic documents and reports for the membership, in collaboration with the Executive Committee (e.g., annual business report)

b. Administration

Financial Management

- oversee maintenance of accurate financial records (e.g., budget, payments, receipts, account balances, invoices, services, property inventories)
- maintain appropriate balances in all bank and investment accounts, following insurance regulations and maximizing interest as according to policy/decisions by Exec
- pay bills and transfer funds electronically as needed or approved by Core and Finance Committee
- provide the Executive Committee and Finance Committee with quarterly financial reports according to GM guidelines
- collaborate with the Finance Committee to provide budget reports at each Core Committee meeting
- prepare the draft of the annual budget proposal for the Core Committee in consultation with the Finance Chair, President, and Finance Committee
- prepare the conference budget in consultation with the conference team
- work with finance professionals to prepare and file required documents to maintain tax-exempt status and prepare periodic audits/reviews
- meet with the Finance Chair and Finance Committee according to a regular schedule as determined in collaboration with the Finance Chair to review finances
- meet with Finance Chair and financial advisors at least twice per year to review investment strategies and recommend adjustments as needed to Executive Committee

Event Management & Coordination

- collaborate with the Conference Committee to enhance and develop the annual conference based on participant feedback and current trends

- manage event site selection process and seek approvals when needed (e.g., site visit, contract negotiations, payments, site staff liaison, onsite logistics, meal and room selections, etc.)
- collaborate with Conference Committee to ensure quality control and attention to detail in all conference plans (e.g., conference preparation manual, timeline, schedule, program)
- purchase and prepare awards and gifts (e.g., departing officers, conference leaders and guest speakers)

Committee & SIG Support

- provide Executive and Core Committee members and committee/SIG chairs with the background, process knowledge, documents and support required for the performance of their duties
- solicit and curate electronically all committee and SIG reports prior to each Core Committee meeting
- ensure availability and reliability of virtual meeting software system
- other duties as assigned by the Executive Committee

Organizational Communication

- prepare and distribute communications to members
- ensure that communications to members and public (email, social media, website) adhere to the style guidelines as found in the Communications Plan
- liaise with web designer/webmaster to ensure that materials provided are posted in a timely and accurate manner
- respond to queries and concerns or, as necessary, refer to Executive or Core Committees or obtain responses from other sources
- refer partnership proposals and requests to External Partnerships and Outreach Committee and/or Executive Committee

Compliance & Records Management

- sign, retain, and maintain all official and legal records and partnership agreements
- ensure regular maintenance (e.g., after each Core meeting) of the Governance Manual and other manuals and reports to provide clarity and ensure smooth operation of the organization
- develop, review, and maintain policies
- serve with the president as one of two main contacts for reports of harassment or misconduct
- oversee the creation of minutes and decisions of Core Committee meetings and other meetings as needed, including decisions made by the Executive and/or Core between regular Core Committee meetings
- distribute approved Core Committee meeting minutes and decisions to all members
- maintain archives of office operations and committee work
- ensure availability of systems for document storage and sharing and perform annual maintenance of e-filing systems to ensure easy retrievability of files

c. Management / Supervision

- is accountable for the completion and quality of the work of contractors and direct reports
- conduct annual performance reviews, including goal setting, for ongoing direct report positions (e.g., administrative assistant, Digital Marketing Manager)
- seek regular feedback and input from direct reports and committee/SIG chairs to determine areas for development and best ways to respond to expressed needs
- in conjunction with direct reports, identify and collect data needed to assess the contribution of these positions
- request funding for direct report positions (e.g., annual increases, contracts)

IV.C.1.3. Selection Process

When the Executive Director position is vacant, a search committee is formed, 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. The Past President shall post the position to the membership. The search committee shall conduct the search and make a recommendation to the Core Committee, who shall make the selection.

IV.C.1.4. Annual Review

Once a year, prior to the spring Core meeting, the Executive Director will participate in an annual review, to be conducted by the President in consultation with the Executive Committee.

- The President will seek evaluative input from the Executive Committee members, committee members who interact regularly with the Executive Director, staff who report to the Executive Director, and others who work closely with the Executive Director.
- The Executive Director will also conduct a self-assessment and set goals for next year.
- When the evaluation has been completed, the President will write a statement that will be shared 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); decisions that have personnel or budgetary implications will be brought to the attention of the Core Committee.

IV.C.1.5. 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. Any salary changes are approved by the Core Committee.

IV.C.1.6. 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 for our members' 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).