

SCC Committee Member Information & Expectations

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



Note: SCC's volunteer leadership groups may be called committees, task forces, work groups, or advisory groups. For purposes of simplicity, the use of the word "committee" shall reference these volunteer leadership groups as a whole.

What Is Expected of Committee Members?

When an individual accepts a Committee appointment, that individual should become familiar with the following expectations:

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

and to meet deadlines. This will require review of documents, acting as a liaison of the Committee to various individuals, timely follow-up as needed via email, phone, or video calls, and following up on any requests made during and/or between meetings.

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

What Can Committee Members Anticipate?

Membership on a Committee and participation in its activities and responsibilities is tremendously rewarding. Unquestionably, participation in meetings requires a commitment of time and attention, and the work necessary between meetings also requires a commitment of time and effort. It is not possible to provide a significant level of detail as to what the exact time commitment may be, due to the variations in individual Committee activities. However, some general considerations follow:

Meetings: Many Committees meet once a month, typically for about an hour; some groups may meet more or less often. Materials will be provided for your review prior to the meeting. Committee meetings generally take place via Zoom or MS Teams.

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

Work Between Calls: It is challenging to estimate the amount of time required between meetings as this will be variable depending on the Committee and the activities or projects being undertaken; you may generally estimate 90+/- minutes of time per month, including any time spent in scheduled meetings.