

EDS MEMBERSHIP STANDING COMMITTEE CHARTER
Version 2 – approved 6/2022

A. GENERAL

The Membership Committee reports to and is a Standing Committee of the IEEE Electron Devices Society (EDS).

The following EDS Vice Presidents will act as liaisons from their committees: chapters/regions, education, young professionals, women in engineering, meetings, and publications. At least 2 members of the committee will be 1 female and 1 young professional.

B. SCOPE

The Membership Committee oversees all activities related to recruitment and retention of members and ensures there is value in being a member of the Society. The Committee stewards the membership activities of EDS and acts on behalf of the society between governance meetings, however, any such actions taken by the committee are subject to ratification by EDS at its next BoG meeting.

C. FUNCTIONS

The Membership Committee shall:

- Oversee the activities and budgets of two subcommittees: EDS Young Professionals and EDS Women in Engineering
- Monitor the status of EDS membership, including the reporting of various statistics and finances and year-to-year trends
- Review and Approve funding requests of the EDS Membership Growth Program
- Review and Approve nominations for the EDS Awarded Student Membership Program
- Review and update New Member Welcome Letter series
- Manage the EDS Membership Fee Subsidy Program
- Manage the EDS Senior Member Elevation Program
- Manage and approve various annual society membership recruitment campaigns and mailings
- Manage membership recruitment efforts of EDS sponsored journal reviewers and editors
- Help promote EDS membership at key EDS financially sponsored and technically co-sponsored conferences, society funded chapter events (i.e., chapter mini-colloquia, distinguished lectures, webinars), at universities and corporations (when permitted)
- Distribute membership promotional materials onsite at society sponsored events, including being onsite and/or arranging volunteer assistance
- Oversee Membership-related information on the Society website
- Review existing programs periodically, as well as develop new programs and activities to help grow and maintain membership

D. COMPOSITION

The Membership Committee shall consist of the following members:

Chair: Vice President of Membership and Services

Members:

Approved after 6/2022 BoG Meeting

- Between 5 and 15 members on the committee
- Must be EDS members in good standing
- At least 20% should be female and 20% young professionals (based on the IEEE definition of a young professional).

E. SUBCOMMITTEES

Two EDS subcommittees report to the EDS Vice President of Membership and Services.

- EDS Young Professionals Committee
- EDS Women in Engineering Committee

F. APPOINTMENTS AND TERMS OF OFFICE

The members of this Committee are nominated by the EDS President, in conjunction with the Membership VP. The members of the Committee are approved by the EDS Forum and shall serve a two-year term. A member shall not serve a total of more than two-terms.

G. VACANCIES

In the event of the incapacity or absence of the Chair, the EDS President shall select a new Chair to be approved by the Forum.

If other vacancies occur, they are filled using the methodology originally used to fill that position.

H. MEETINGS

- The Committee shall meet a minimum of two times per year, either in person or by any means of electronic communication, such as a teleconference.
- Electronic mail, teleconference and other non-face-to-face means of communication may be utilized for the transaction of business (and for the conduct of meetings) as called by the Committee Chair.
- A majority of the members of the Committee shall constitute a quorum.
- To approve an action, a majority of the members of the committee must affirm the action, with quorum present.
- Voting shall be conducted in accordance with Robert's Rules of Order, unless otherwise specified in the EDS or IEEE governing documents.

I. REPORTS

The Committee Chair shall provide a verbal report to EDS at each BoG series of meetings, outlining the committee activities transacted and outlining future challenges and strategies.

J. CHANGES TO CHARTER

Changes to this Charter must conform to EDS governing documents and shall be approved by the EDS Forum.