

EDS MEMBERSHIP STANDING COMMITTEE CHARTER

Version 2 – approved 6/2018

A. GENERAL

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

B. SCOPE

The EDS Membership Committee oversees all activities related to recruitment and retention of members and ensures there is value in being a member of EDS. The Committee stewards the membership activities of EDS and acts on behalf of EDS between EDS 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:

- Develop programs and activities to help grow and maintain EDS membership
- Monitor the status of EDS membership, including the reporting of various statistics and finances and year-to-year trends
- Manage the sending of welcome letters to all new EDS members
- Manage the EDS Membership Fee Subsidy Program
- Manage the EDS Senior Member Program
- Manage the annual EDS Technical Interest Profile E-Blast Membership Promotion
- Manage the annual EDS membership promotion at the IEDM, PVSC and possibly other key EDS conferences
- Manage EDS membership recruitment mailings to IEEE members of sponsored conferences and MQ/DL events
- Manage EDS membership recruitment efforts of EDS sponsored journal reviewers and editors
- Manage the EDS program to distribute membership and publication promotional material to all EDS financially sponsored conferences and other key technically co-sponsored conferences
- Help to determine the data to be displayed and respective format of the Membership-related information on the EDS Web-Site

D. COMPOSITION

The Membership Committee shall consist of the following members:

Chair: Vice President of Membership and Services

Members: Between 5 and 15 members on the committee. Committee members must be members in good standing of EDS.

E. SUBCOMMITTEES

The Education Committee is a standing committee of the Society, with its own chair and committee members, however the Education chair reports to the VP of Membership. See Education committee charter for more information on this committee.

F. APPOINTMENTS AND TERMS OF OFFICE

The members of this Committee are nominated by the EDS President, in conjunction with the Membership VP, shall select a new Chair to be approved by the Forum. The members of this 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 teleconference, WebEx, etc.
- 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 during 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.