

# EDS NEWSLETTER OVERSIGHT COMMITTEE CHARTER

Version 2 – approved 6/2018

## A. GENERAL

The Newsletter Oversight Committee is a Standing Committee of, the IEEE Electron Devices Society (EDS).

## B. SCOPE

The Newsletter Oversight Committee oversees all aspects of the EDS Newsletter, from solicitation of content, to general layout and media options, to editing, publishing and dissemination. The NLOC also oversees the appointment of News Letters Editor-in Chief and Regional Editors.

## C. FUNCTIONS

The Newsletter Oversight Committee shall:

- Initiate recommendations for changes/enhancements to the content, production and distribution of the EDS Newsletter
- Review and approve any requests/recommendations received from BoG members/general membership for changes/enhancements to the content, production and distribution of the EDS Newsletter
- Manage the appointment and termination process for the eleven Regional Newsletter Editors
- Manage the process for soliciting candidates for a Regional Newsletter Editor position when an editor steps down/is being replaced or a new position is established
- Review and approve the candidates selected by the Newsletter Editor-in-Chief to serve as Regional Newsletter Editors
- Provide recommendations to the EDS President for Newsletter Editor-in-Chief when the EIC term ends or steps down/being replaced
- Manage the updating of the inside cover of the EDS Newsletter to reflect society Editor, BoG and publication changes (*this is the responsibility of EiC and Oversight Committee need not manage it*)
- Help to determine the data to be displayed and respective format of the communications-related information for the newsletter on the EDS Web-Site

## D. COMPOSITION

The Newsletter Oversight Committee shall consist of the following members:

Chair: EDS Secretary

Members:

- EDS Newsletter Editor-in-Chief
- EDS Operations Director
- EDS President
- EDS President-elect
- Sr. Past President
- Jr. Past President
- VP Publications & Products
- VP Regions & Chapters
- VP Technical Committees & Meetings

## **F. APPOINTMENTS AND TERMS OF OFFICE**

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.

## **J. CHANGES TO CHARTER**

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