

ISPAN Committee Guidelines

Thank you for your interest in joining an ISPAN committee. To better clarify the expectations of a committee member, we have laid out the below guidelines. If still interested in joining a committee, please complete the agreement form [here](#).

❖ Committees meet once per month for one hour.

These meetings are held after business hours at a time agreed upon by the committee. In the interest of timeliness, the chair will do their best to keep the meeting at or under one hour in length.

❖ Be an active participant with your camera on.

Everyone has their own strengths. Whether yours is speaking, researching, networking, or something else, it can be put to good use in a committee! Only you know what you can best offer.

❖ Join the Basecamp.

Our committees use the platform Basecamp to communicate, share and store documents, track project timelines, and assign tasks.

❖ Communicate, communicate, communicate.

If you have a conflict that requires you to be late, leave early, or miss a meeting, we understand! We all have lives. It is your responsibility to communicate with your committee chair about anything that may interfere with your committee efforts.

❖ Missing more than three meetings within one year will result in removal from the committee.

Associations like ISPAN are volunteer-built. Committees are a vital part of the structure and help keep ISPAN running. Repeated absences from committee meetings and failure to communicate are a detriment to this process.