



At-large Committee Member Selection Appointment Considerations & Guidelines

The important work of COGR is significantly supported by COGR's four standing committees. In 2022, the association defined a pathway for the general membership to participate as an at-large member of a committee. This document describes selection considerations and guidelines for the appointment of at-large members to COGR's committees effective as of August 1, 2022.

COGR committees generally consist of 10-12 members, of which 3-5 are Board members and 7-9 are at-large member representatives. The Chair of the Board of Directors is an *ex-officio* member of all committees. Committee appointments are for one-year terms, and may be renewed for up to five years.

At-large member representatives with strong relevant subject matter expertise are critical to the work of COGR's committees. Additionally, it is important that the composition of the committees reflect the diversity of COGR member institutions and that of the member representatives. The selection of committee members is guided by these principles and a commitment to balance expertise and diversity with creating opportunities for member representatives who have not previously served on one of the committees.

Consideration Factors for Appointment:

- Experience in committee subject areas, particularly subject areas that need increased representation.
- Consistent engagement in COGR, indications of which may include participation in COGR meetings and webinars, and assistance with committee projects.
- Engagement with other organizations that represent the interests of research institutions on policy issues with which COGR is also engaged.
- Contribution to committee diversity, both in terms of individual diversity, and institutional diversity (e.g., a balance of public/private and small/large institutions, as well as geographic location).
- A demonstrated willingness to volunteer (through the [COGR Volunteer Survey](#), a recent Board Nomination cycle, participation in a workgroup, etc.)

Committee Selection Process:

- Every spring, COGR will solicit interest in at-large member committee service by way of the COGR Volunteer Survey.
- Shortly thereafter, each Committee Chair, along with the Committee's Director (and in the case of an outgoing chair, the Committee Chair-in-waiting) will review the committee roster to determine which appointments will be renewed and how many new appointments are needed for the upcoming fiscal year. A short list of potential candidates will be determined, taking into account the consideration factors noted above.
- The Committee Chair and/or Director will communicate with potential candidates and finalize the roster.



- The Committee Chair will notify candidates who were selected.
- An appointment letter for a one-year term will be sent from the COGR President prior to the beginning of the appointment (see below).
- The same general process may be followed if a vacancy or new need arises during the year and a committee chair determines it is in the committee's best interest to fill the position mid-cycle.

Committee Appointments and Information:

- Appointments are for one fiscal year (August 1 – July 31).
- Appointments may be renewed for up to five years of continuous service on the same committee.
 - Appointments beyond five may be granted for exceptional circumstances. Upon mutual agreement between the appointee and the Committee Chair and Director (and in the case of an outgoing chair, the incoming Chair), a recommendation will be made to the COGR Board Chair and President for approval. Exceptions to the five-year maximum appointment must be reviewed and approved by the COGR Board Chair and President on an annual basis.
- In the circumstance that an individual leaves one committee to serve on another committee, their eligibility for reappointment is limited to five years of continuous service on *both* committees. Exceptions are permitted using the process noted above.
- Appointments made during the year will follow the same renewal schedule.
- Current committee members will be given as much advance notice as possible if their appointment will not be renewed.
- Appointment and reappointment letters are sent from COGR's President to appointees each year at the beginning of the fiscal year (or after the appointment is confirmed if appointed mid-year).
- Committee members are expected to attend all COGR meetings (virtual or in-person), participate in regular committee calls, and be active contributors to the work of their committee. In-person COGR Membership Meetings are generally Thursday – Friday and are preceded by meetings of COGR committees on Wednesday afternoon.
- In-person committee meetings also include an all-committees reception at the hotel and individual committee dinners at a Washington D.C. restaurant on the evening after the committees meet. COGR will reimburse committee members for one night's hotel stay if the committee member must travel to D.C. on Tuesday due to geographic location or flight schedules in order to make Wednesday meeting commitments.
- Registration fees and travel expenses to and from in-person COGR Membership Meetings are the responsibility of the committee member's institution.
- For at-large committee members serving as of February 2022 (the original publication date of this policy), their committee appointments may be renewed up to five years beginning in FY2022. Reappointments beyond five years (FY2027 and beyond) require an approved exception.



Committee Chairs and Board Member Service on Committees:

- Committee Chairs must be a current Board member.
- The Board of Directors approves the Chair of each committee.
- Candidates for a committee's Chair are recommended to the Board of Directors by the current Board Chair in conjunction with the Director of the committee.
- Committee Chairs will typically serve a two- or three- year term that coincides with the remainder of their Board appointment.
- For continuity, prior committee chairs are eligible to continue to serve on a committee as an at-large member, but generally for no more than two years, and upon mutual agreement of the new committee Chair, Director, and prior chair.
- Other Board members whose Board service has concluded are eligible to serve for one additional year as an at-large member upon mutual agreement of the committee Chair and Director, and the former Board member.
- In considering an invitation to extend a former Board member's service on a committee, the Committee Chair and Director will weigh the importance of balancing the need for deep expertise and experienced individuals who have served on the Board with the need to afford committee service opportunities for member representatives who have not served on the one of the committees. Qualified individuals without prior committee experience will be given priority where the appropriate balance exists.
- Similarly, the immediate past Chair of the Board of Directors is eligible to serve on a committee for one year as an at-large member upon mutual agreement of the Committee Chair and Director, and the immediate past Board Chair.
- After a two-year period of not serving on a committee, individuals who have served on the Board and/or as at-large committee members are eligible to serve on a committee again. In such cases, the Committee Chair and Director will weigh the importance of balancing the need for deep expertise and experienced individuals who have served on the Board or as at-large committee members with the need to afford committee service opportunities for member representatives who have not served on one of the committees. Qualified individuals without prior committee experience will be given priority where the appropriate balance exists.
- In limited circumstances, exceptions may be made, particularly in cases where there is a need for very specific expertise, a strong connection with a relevant association, or other considerations identified by a committee's Chair and Director. Exceptions must be reviewed and approved annually by the COGR Board Chair and President. In the circumstance that an exception is requested for the outgoing Board Chair, the incoming Board Chair and the President will make the determination.

If you are interested in becoming more involved with COGR, including being considered for a committee appointment, please complete the [COGR Volunteer Survey](#). If you have any questions about this document or the survey, please contact memberservices@cogr.edu.