

At-large Committee Member Selection Considerations & Appointment Information

The important work of COGR is significantly supported by the participation of individuals at member institutions who have a high level of relevant expertise, many of whom make ideal candidates to serve as at-large members on one of [COGR's four committees](#). COGR committees generally consist of 10-12 members, of which 3-5 are Board members. While there has been a long-established nomination and selection process to serve on the COGR Board, there has not historically been a clearly defined pathway for the general membership to participate as an at-large member of a COGR committee.

In its selection process, COGR is not only seeking to bring expertise to the important work of its committees, but also to create opportunities for individuals at member universities to engage in a deeper way. This document articulates consideration factors when selecting committee members, a committee selection process that will begin in FY 23, and information on committee appointments. Committee appointments are for one-year terms, and beginning FY 23, may renewed up to five years, unless an exceptional circumstance warrants one or more additional one-year terms.

Consideration Factors for Appointment include:

- Experience in Committee subject areas, particularly areas that need increased representation
- Engagement in COGR, one indication of which may be attendance at COGR meetings
- 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 send an email to the listserv reminding interested individuals at member institutions to fill out the COGR Volunteer Survey.
- Shortly thereafter, each Committee Chair, along with the Committee's COGR Director (and in the case of an outgoing Chair, the 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 above. The same general process may be followed if a vacancy or new need arises during the fiscal year and the Chair determines it is in the committee's best interest to fill the position mid-cycle.
- As vacancies arise, the Committee Chair and Director will confer as above, and reach out to potential candidates to confirm interest to determine whether it is a good fit. Most appointments are made over the summer and begin August 1, but in some circumstances, vacancies may need to be filled during the fiscal year.

- The Committee Chair will notify candidates that were selected, and an appointment letter from COGR's President will follow prior to the beginning of the appointment (see below). The Committee Chair will also promptly notify any candidates who were not selected.

Committee Appointments:

- Appointments are for one fiscal year (August 1 – July 31), renewable upon mutual agreement between the appointee and the COGR Committee Chair/COGR Director (and in the case of an outgoing Committee Chair, the Chair-in-Waiting). Appointments made during the fiscal year will follow the same renewal schedule as above.
- 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 meetings are generally Thursday – Friday and are preceded by a committee meeting on Wednesday afternoon.
- In-person meetings also include a COGR-hosted all-committee reception at the hotel and committee dinner at a Washington D.C. restaurant on the evening after the Committee meets. COGR will also 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.
- Meeting registration fees and travel expenses to and from in-person COGR meetings are the responsibility of the Committee member's institution.
- Committee Chairs must be a current Board member, and Chair candidates are recommended to the Board by the current Board Chair in conjunction with the COGR Director. After a Committee Chair appointment is approved by the COGR Board, the Chair will typically serve a two- or three- year term that coincides with the remainder of their Board appointment.
- For continuity, prior Chairs may continue to serve on their committee as an at-large member, but generally for no more than two years.
- In limited circumstances, exceptions may be made, including for at-large Committee members in place when this document was issued, particularly in cases where there is a need for a very specific set of expertise, a strong connection with a relevant association, etc. Exceptions to the five-year maximum appointment will be reviewed and approved by the COGR Board Chair and President on an annual basis.

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.