

## IADMS Student Committee Charter (Operational Committee)

**Purpose:** As stated in the IADMS Bylaws (Section 10.8), the Student Committee is directed to “facilitate communication and networking with students, dancers, and emerging dance medicine and science enthusiasts.”

**Mission:** The mission of the IADMS Student Committee is to foster community among students and early career professionals; to facilitate professional growth and development among students and early career professionals; to advocate for equity, accessibility, and diversity among members; to support student perspectives and needs; to bring forward new ideas and initiatives to represent students and early career professionals of the organization; and, to help recruit and maintain student and emerging professional membership to IADMS.

**Committee Membership:** The committee will consist of a chair and a minimum of three members, although typically eight members are desired. The chair shall be appointed by and report to the board. In discussions with the chair, the board may appoint a co-chair from serving committee members to support the chair in the undertaking of regular committee business.

The chair (and co-chair, if applicable) will review applications to join the committee during the official IADMS call for applications or as needed. Committee members are appointed by the board after reviewing and considering feedback from the chair (and co-chair, if applicable) and submitted applications.

IADMS members may be appointed to the Student Committee if they meet the definition of pre-professional members (as defined in the bylaws Section 2.1) at the start of their term. The bylaws state that pre-professional members are science students, healthcare students, recent graduates (during the one-time membership renewal for the year after graduation), medical residents, registrars, and fellows. If a committee member no longer meets eligibility criteria due to graduation or other life circumstances, they may serve out the rest of their term.

Committee members shall be evaluated on the following measures:

- **Prior experience:** IADMS volunteer experience, previously held leadership positions, roles involving event planning, social media, student research, mentorship programs, or other experiences relevant to activities of the Student Committee
- **Diversity:** Program of study, program level (e.g., undergraduate, master, PhD, etc.), age, location, etc.
- **Prior commitment to IADMS:** Conferences attended, previous volunteer experiences, years of membership (if known)
- **Overall fit:** This is a subjective measure of how well the applicant will work with other committee members and fill existing gaps in the committee

All committee members must be an IADMS member in good standing. IADMS is committed to a diverse, inclusive, and equitable environment where all committee members feel respected and valued; thus, we foster inclusion of different genders, ages, ethnicities, nationalities, sexual orientation or identities, abilities, education, or any other biases that exclude individuals.

**Terms of Office:** The chair and committee members are appointed for two-year terms. Appointments are made by the board every two years during the year between board elections (currently even years). There is no term limit for committee members, though the chair is expected to serve no more than two terms in that role (four years). New members may be appointed to the committee outside of this window by approval of the board if the workload exceeds the capacity of the existing committee or if an existing member steps down.

**Duties and Responsibilities:**

- The Student Committee is responsible for facilitating communication, networking, and career development with students, dancers, and emerging dance medicine and science enthusiasts.
- The committee shall make recommendations and report to the board of directors.
- After each Annual Conference, the chair will work with the committee to establish subcommittees for the year based on the committee's goals, interests, and recurring tasks. Subcommittees for the Annual Conference and the Early Career Mentorship Program will remain constant while other subcommittees may vary.
- Committee members are assigned to a subcommittee based on interest and will have a certain degree of autonomy to perform the responsibilities of that subcommittee. All committee members will be responsible for the assigned tasks of their subcommittee as well as any other tasks as requested by the chair.

**Typical tasks:**

- Planning, creating, and executing a presentation on a student-related topic for the Annual Conference
- Planning and hosting networking sessions at the Annual Conference and/or virtually throughout the year
- Planning and hosting a student social at the Annual Conference
- Creating Facebook and Instagram posts for the Promotions Committee, highlighting upcoming student events or other student-related content
- Monitoring the IADMS Student Facebook page and posting about upcoming IADMS events or other student-related content
- Managing the Early Career Mentorship program, including advertising the program prior to the Annual Conference, assessing applicants and creating pairings between mentors and mentees, orienting participants to the program, and monitoring progress throughout the year via email check-ins and surveys

**Chair Responsibilities:**

- To ensure effective communication within the Student Committee, oversee the work of all committee members, respond to external inquiries, and monitor and report the committees' achievements. This will include taking on work towards initiatives, as well as assisting all Student Committee members with achieving their tasks and goals.
- To coordinate projects with other committees when appropriate and connect committee members with other committees if needed.
- The chair must ensure that all Student Committee activities are in line with Student Committee and board policy, often with support from the board liaison.
- The chair has sole responsibility for communication with the director of operations, including written quarterly reports and the submission of any appropriate proposals. Board proposals should be presented on a formal proposal form that is available through the director of

operations. Proposals are due at least two weeks prior to any board meeting. Quarterly reports are described below in *Reporting*.

- To ensure that each member and each applicant for membership to the Student Committee is an active IADMS member.

**Committee Member Responsibilities:**

- Student Committee members are required to be timely, courteous, and active in participating in Student Committee business, and to devote the time necessary to fulfil obligations. This will vary depending on workload but might typically range from one to six hours per month. All email correspondence should be answered within one week (seven days) of receipt. Student Committee members are expected to attend all committee and subcommittee meetings, within reason, as meetings cannot accommodate all time zones.
- Student Committee members are expected to promote IADMS and introduce IADMS to fellow students and professionals. Student Committee members should take responsibility for raising awareness of IADMS and its activities in their geographic area, university, organization, etc.
- Student Committee members will plan content and structure of events, propose new programming and initiatives, by contributing ideas and writing proposals, and carry out programming.
- Student Committee members are encouraged to provide support for IADMS events, such as the Annual Conference, regional events, webinars, or other special events.
- All Student Committee members should actively participate in all Student Committee business, providing discussion and suggestions for committee activity and carrying forward committee initiatives consistently.
- All Student Committee members must be IADMS members in good standing while serving on the committee. Any problems with this should be reported to the Student Committee Chair well in advance of the membership expiration date.

**Authority:** Operational committees are not independent decision-making bodies. Operational committees work directly with IADMS staff and indirectly with the IADMS board. The committee chair is responsible for communicating relevant committee business with the director of operations, the board, and other committee chairs. If there is inconsistent language between this committee charter and the IADMS bylaws, then the bylaws will be considered the more authoritative source.

- The chair is responsible for defining the current goals of the committee in consultation with committee members. These should be submitted to the board for approval and should reference organizational priorities from the IADMS strategic plan.
- Committee activities or recommendations that involve the day-to-day IADMS operations shall be approved by the director of operations.
- All budgetary requests as well as programming or policy recommendations should be submitted to the board for consideration and approval.
- For new initiatives or changes to procedures, proposals are reviewed by the director of operations and put forward for board approval.
- Per IADMS policy, prior to distribution, the Publications Committee must review, edit, and standardize the format for all formal, outgoing publications including, but not limited to, press releases; annual conference abstracts; The IADMS Bulletin; Resource Papers; the Quarterly Newsletter; Infographics, and new pages/sections of the IADMS website, with the exemption of

JDMS. The Publications Committee does not routinely review eblasts, social media posts, or the IADMS blog.

**Quorum and Meeting Procedures:**

- Student Committee members are expected to attend all-member meetings monthly and their respective sub-committee meetings as scheduled depending on the caseload.
- Meeting attendance has flexibility due to time zones and committee members must be given sufficient notice to ensure all who wish to attend are available.
- The expectation is for Student Committee members to attend all meetings; however, the minimum attendance requirement is attending 50% of the meetings within each year. Allowances will be made for extenuating circumstances.
- The board liaison shall be invited to attend all committee meetings as a non-voting guest participant. Sufficient notice should be given if they need to be present. The liaison can help facilitate communication between this committee and the board. The liaison may offer institutional perspectives but should not take a dominant role in any of the committee work, activities, conversations, or decisions.
- Meetings are generally held over videoconference but may be held in person at the annual conference.
- A quorum shall be greater than 2/3 of the voting committee members. In addition, one member from each sub-committee must be present to achieve a quorum.
- Committee business, including electronic discussions, is confidential and must not be discussed outside the committee.

**Governance:** Recommendations and decisions of this committee shall be made by consensus when possible. When votes are required, motions are passed using an online polling feature. Motions need 2/3 majority vote to pass. If less than this majority is achieved, discussion may continue before another vote is taken. Surveys are used to determine meeting dates/times, with the final decision based on the majority rule. Quorum shall be required at all meetings where a decision is made.

**Record-Keeping:**

- The committee chair shall appoint one committee member to record notes during committee meetings. If that member is not present, the chair will assume the recording responsibility.
- An agenda will be prepared for each meeting and made available to the committee members prior to the meeting.
- Meeting notes and digital recordings (if available) will be made available to committee members after the meeting.
- All committee documents shall be stored on the IADMS cloud-based shared storage service in accordance with IADMS policy. All committee documents and emails regarding official committee business should be retained during the transition from one committee chair to the next at the end of each term.

**Reporting:**

- Written reports are to be submitted to the board via the director of operations quarterly (February, April, July, and October): summarizing recent committee activity, initiatives currently in progress, and plans for the next three months.
- Annual written reports to be submitted to the board via the director of operations ahead of the Annual Conference: summarizing committee activity over the past year and future plans.

- Verbal committee summary and report to IADMS members at the business meeting at the Annual Conference annually, if required.
- The committee submits an article for the IADMS Newsletter annually.

*This charter was approved by this committee on January 15, 2022, and by the IADMS Board of Directors on February 13, 2022. It should be reviewed for updates and re-approval at the start of each committee term. The charter may be amended by a simple majority vote of the board at any time.*