

ASSOCIATION FOR RECORDED SOUND COLLECTIONS COMMITTEE GUIDELINES

1. INTRODUCTION

1.1 PURPOSE

The intent of this document is to provide informal guidelines for the organization and administration of ARSC committees.

1.2 SCOPE

This document outlines existing ARSC practices. It does not supplant the official ARSC Bylaws.

1.3 DEFINITIONS

1.3.1 Board of Directors. The ARSC Board of Directors ("Board") consists of: the Executive Director, two elected Members-at-Large, and the five elected officers of ARSC: the President, the First Vice President / President-Elect (or, in alternate years, the Immediate Past President), the Second Vice President / Program Chair, the Secretary, and the Treasurer. [V.1] [VI.1] The Executive Director is a non-voting member of the Board. [VI.1.b]

The Board is responsible for the overall management of ARSC. The Board provides leadership and sets association policy. [VI.2] It represents ARSC members (and considers other individuals and organizations) in making the major decisions for the organization. [VI.2] It also receives and acts on comments and recommendations from committees and members. The Board determines the general direction of the association, but may elect to leave the implementation of policy and operational details to the various committees, task forces, and volunteers.

1.3.2 Standing Committees are established by the Board on a permanent basis, to carry out the programs and organizational operations of the association, assuring the continuity of ARSC. [VIII.1] Standing Committees include: Chapters, Finance, Membership/Outreach, Publications, Technical, and such others as the Board may authorize. [VIII.1]

1.3.3 Special Committees may be authorized by the Board to carry out specific programs or projects [VIII.2], usually for a limited duration. Chairs of Special Committees are appointed by the President, who may also fix termination dates for the committee. [VIII.2]

1.3.4 Executive Committee. The ARSC Executive Committee is composed of the members of the ARSC Board, the Standing and Special Committee chairs [VII.1], Chapter Presidents, and the editors of ARSC publications. The Executive Committee advises the Board on matters regarding policy, and helps develop long-range goals for ARSC. [VII.2] Executive Committee members may be called upon to perform other duties, as assigned by the Board. [VII.2]

1.4 REFERENCES

This document has been based, as much as possible, on pertinent elements of the ARSC Bylaws. References to Article and Section Numbers of the Bylaws are cited within square brackets, immediately following the associated text.

2. COMMITTEE FUNCTIONS

In general, ARSC committees serve two functions: (1) to identify and meet the needs of ARSC members within specific areas of interest and activity; and (2) to investigate, report on, or take action on matters delegated by the Board of Directors.

ARSC committees further the work of the association in specific, defined areas. Committees provide the teamwork to implement the strategic and tactical plans of the organization. Committees are a prime way to engage members who wish to volunteer in areas of particular interest or expertise.

Committees do much of the preliminary work on specific tasks or projects, gathering information and making recommendations, between Board Meetings.

3. COMMITTEE ORGANIZATION

3.1 FORMING NEW COMMITTEES

ARSC committees are established by the ARSC Board. [VI.2, VIII.1, VIII.2] The President or other Board member may recommend the formation of a new committee. In addition, any ARSC member may suggest that a committee be formed, by submitting to the President an explanation of the need, goals, scope, and benefits of the proposed committee. The President and the Board shall provide or approve an outline of the intended function of each new committee, setting forth strategies and desired goals, to guide the committee and chair.

3.2 COMMITTEE COMPOSITION

3.2.1 Chair. The President appoints committee chairs. [V.3.a, VIII.1, VIII.2] Because committee chairs serve in leadership positions in ARSC, each is a member of the Executive Committee, with direct input to the Board. [VII.1]

3.2.2 Members. Committee chairs may determine the appropriate number of members for the committee they chair, and recruit committee members accordingly. The President serves ex officio as a member of each committee except the Nominating Committee. [V.3.a]

3.3 VOLUNTEERING

ARSC members who wish to join a committee or participate in committee work should contact the appropriate committee chair. Members interested in chairing a committee should contact the President.

3.4 MISSION STATEMENTS

Each committee shall formulate and maintain a written mission statement. The statement should address at least the following: purpose, activities or programs, values (guiding principles), and beneficiaries. Ideally, the entire committee should collaborate to develop and update the committee mission statement.

3.5 TERM LENGTH

Committee chairs serve at the pleasure of the President, rather than for a fixed term. [VIII.1, VIII.2] Each new President is charged with reappointing committee chairs, or appointing new chairs, as he or she sees fit.

4. COMMITTEE ACTIVITIES

4.1 TYPICAL COMMITTEE ACTIVITIES

Some generic committee activities include: identification of interests and needs; research, communication, education, and promotion; reporting to the Board; proposing the necessary budgets; preparing conference panels; setting standards; and representing ARSC in other forums.

4.2 ACTIVITIES REQUIRING APPROVAL

Some committee activities require prior approval by the Board. Examples include: joint ventures or programs involving organizations outside ARSC, projects requiring expenditures in excess of the approved annual committee budget, or any pursuits not clearly covered by the Purposes defined in the ARSC Bylaws. Committee chairs shall submit written descriptions of any such proposed activities for review by the Board, before taking action.

Committees should seek approval from the Board before distributing press releases or literature representing ARSC to the membership, other organizations, or the general public. Board review should help to ensure correctness, professionalism, and accountability.

4.3 PROHIBITED ACTIVITIES

Certain activities may be prohibited by ARSC policy, or by the association's status as a nonprofit organization ("NPO"), in the meaning of Section 501(c)(3) of the U.S. Internal Revenue Code. [XI.1] Questions about uncertain activities should be brought to the attention of the Board.

4.3.1 Profit Distribution. As an NPO, ARSC cannot pay out profits (or "excess revenue") as dividends to shareholders or as income to owners (which, of course, ARSC does not have). Surplus funds must be directed to furthering the association's public-benefit purposes, not distributed to members or officers. This is not to say that ARSC may not conduct "business"; in fact, the Internal Revenue Service expects NPOs to keep "business-like" records and

accounts. ARSC may indeed charge fees, raise funds, and strive for excess revenue, to assure the survival and effectiveness of the association; there simply must be no overall "profit motive."

4.3.2 Personal Gain. Individuals involved in ARSC should not benefit financially from ARSC activities, in any direct or improper way. In NPOs, substantially all work is to be done by volunteers, toward some "public-spirited purpose."

4.3.3 Conflicts of Interest. It is especially important that ARSC officers avoid potential conflicts of interest between personal pursuits and the welfare of ARSC and its constituents. The Board of Directors is legally responsible for making sure that the organization remains true to its mission, safeguards its assets, and operates in the public interest.

4.3.4 Lobbying. NPOs may serve as advocates for a cause or constituency, having a legitimate interest in the formation of public policy. However, lobbying ("direct contact with government legislators in an attempt to influence specific legislation") can be a gray area for NPOs. Private foundations are *not* permitted to lobby, but charitable NPOs *are*. If a committee sees a need to influence government action or political campaigns, the issues should be brought to the ARSC Board for review and guidance.

4.4 MEETINGS

4.4.1 Annual Conference. Committee members are encouraged to meet during each ARSC Annual Conference. Meeting rooms and times can be arranged in advance of the conference by contacting the chair of the Local Arrangements Committee.

4.4.2 Executive Committee. Committee chairs are urged to attend meetings of the Executive Committee, normally held semiannually. (The Bylaws require that the Executive Committee meet at least once each year. [VII.3]) The Executive Director shall provide timely notice to each person whose attendance is requested at upcoming meetings, regular or special. [VI.1.b] A committee chair may designate an alternate, to represent the interests of the committee in meetings not attended by the chair.

4.5 VOTING

Input on matters before the Board is welcome from the Executive Committee. Committee chairs may advise the Board, but, in practice, do not vote with the Board members. [VII.1] Only Board members cast official votes. The President may, at times, ask for a "sense" of the Executive Committee on particular issues.

4.6 FUNDING

4.6.1 General. Funds may be granted for ARSC committee activities and projects, with approval by the Board. [VI.2, XI.1] Committee chairs shall submit written requests for funding to the Treasurer, for review by the Board. The Treasurer shall disburse committee funds approved by the Board, for expended amounts, upon submission of specific related invoices, statements, or receipts. [V.3.d] The Treasurer shall provide an accounting of funds used and balances remaining. [V.3.d]

4.6.2 Annual Committee Budgets. ARSC operates on a calendar-year basis, for fiscal and budgetary purposes. [XI.6] Consequently, committees must submit all annual budget requests to the Treasurer, at least thirty days prior to the Fall Board Meeting. The Treasurer and the Finance Committee review the supporting justification for each committee budget, then present the requests to the Executive Committee, for review and comment, at the Fall Board Meeting. [XI.2] Finally, the Board decides whether to approve each committee budget, based on recommendations from the Finance Committee. [XI.2]

4.6.3 Committee Travel Expenses. Funding is *not* generally available for the travel or lodging expenses of committee members or chairs, to attend meetings or conferences. In special cases, in which institutional support is not forthcoming and when the presence of a voting member of the Board is essential to conduct the business at hand, the President may authorize reimbursement of reasonable expenses, at his or her discretion. [XI.4]

4.6.4 Conference Presenters. Funding is *not* generally available to support transportation or other expenses of speakers for conferences. Exceptional cases may warrant Board review, for possible funding.

4.7 LISTSERV COMMUNICATION

ARSC seeks institutional support to provide continuous e-mail listserv communication, for use by the Board and the Executive Committee. Committee chairs are expected to subscribe to the ARSC Board Listserv, to facilitate the speedy and timely exchange of information among the Board and Executive Committee members. The ARSC Board Listserv is strictly reserved for the conduct of ARSC affairs, as opposed to personal matters or commercial business.

4.8 REPORTS

4.8.1 Written. Each committee chair prepares a written committee report [VIII.1] twice a year and submits it to the Executive Director, so that copies can be distributed prior to the semiannual Executive Committee Meetings. Reports should cover: activities, accomplishments, problems, and new goals and plans. Committee reports are published in the *ARSC Bulletin* on an annual basis.

4.8.2 Oral. Committee chairs provide brief oral reports at the Board Meetings they attend. Chairs may also be called upon to present a brief oral summary of committee activity to the membership [VIII.1], during the Annual Business Meeting, held during the ARSC Annual Conference.

4.8.3 List of Committee Members. Committee chairs should provide the Board with an updated list of committee members, on an annual basis.

4.9 EDITORIAL BOARD MEMBERSHIP

Committee chairs may be asked to serve as advisors on the Editorial Board of the *ARSC Journal*, as called upon by the *Journal* Editor. (These advisors conduct an advance "peer review" of submissions sent for potential publication in the *Journal*.)

Submitted March 26, 1999