

## **CHARGE**

The Meetings Committee (MC) provides strategic direction for FASEB's scientific meetings and conferences. It facilitates the scientific quality and integrity of the FASEB meetings portfolio and product lines. Further, the Committee recommends new scientific areas and programming for conferences in specialized biological and biomedical fields to share information, develop collaboration, and mentor early career researchers. The MC reports to the FASEB Board of Directors.

## **OBJECTIVES**

Across FASEB's meetings portfolio and its product lines, the MC will:

1. Develop strategic direction for FASEB meetings to encourage innovation, growth, and development.
2. Provide input on conference formats, activities, and ideas; including recommendations on policies and standards, learning technology, and community creation to extend the meeting experience.
3. Monitor topic richness; identify gaps and recommend new conference topics in the biological and biomedical fields.
4. Explore potential synergy with other FASEB committees, FASEB member societies, and external entities for cross-collaboration initiatives.
5. Promote and ensure inclusion and opportunities for members of underrepresented groups, early career researchers, and trainees.
6. Establish metrics for continued conference performance in support of good stewardship of the organization's mission and financial resources.
7. Serve as Ambassadors to engage new audiences and sustain a reputation as premier venues for rich and engaging experiences in the biological and biomedical sciences.
8. Oversee the Science Research Conferences Sub-Committee which evaluates the scientific quality of each FASEB Science Research Conference.
9. Assess Catalyst Conferences topic and program integrity.

## **MEMBERSHIP**

### **Voting members (up to 9 members):**

- Chair
- Vice-Chair
- Selection will be made from the following:
  - Chair of Science Research Conferences Sub-Committee
  - Current Member of a FASEB Committee or FASEB Board (up to 3 members)
  - Current or former FASEB Member Society Meeting or Program Chairs or SRC Organizers (active within the last three years) (up to 3 members)
  - One additional representative with relevant subject matter expertise may be identified and recommended by the Chair in consultation with the staff liaison and appointed by the President.

**Non-voting members:**

- FASEB Executive Director
- FASEB Treasurer
- FASEB Staff Liaison, Director OSMC
- FASEB PCC Chair/Vice-Chair

**MEMBERSHIP TERMS**

Members serve three (3) year terms beginning on July 1 of the year appointed and ending on June 30. Members can be reappointed for one additional consecutive term to a maximum of six (6) years with eligibility for further reappointment after a one-year lapse.

Chairs serve one two (2) year term. Meetings Committee Chairs may be reappointed for one additional two-year term.

The Vice-Chair serves one two (2) year term. A Vice-Chair may be reappointed for one additional two-year term.

**MEMBERSHIP SELECTION**

Members: The FASEB Board seeks committee members with relevant experience such as participation in a FASEB member society education/programming/meetings committee or non-profit Board of Directors, or service on a volunteer or professional scientific planning committee.

Chair: Current or past member of the FASEB Board or the Meetings Committee are eligible to be nominated to serve as chair (upon Board approval); active within the past two years.

Vice-Chair: Current or past member of the FASEB Board or the Meetings Committee are eligible to be nominated to serve as chair (upon Board approval); active within the past two years.

Biographic, demographic, and scientific diversity in governance is an overarching goal of the Federation, and the Board seeks to appoint members to Federation committees who represent this diversity.