

Policies & Procedures - 2.1 Attendance & BoG Responsibilities

- approved 1/03 -

During a member's term (whether elected or appointed) on the Board of Governors (BoG), he/she is expected to attend and participate in BoG meetings, held (traditionally), in conjunction with ComSoc's largest conferences - ICC and GLOBECOM. All Board members have a responsibility to attend both meetings each year to assist with direction-setting and decision-making for the Society.

Society officers are also expected to attend additional meetings. The dates and locations for the OpCom meetings are set each year: OpCom1 is (usually) held in the March/April timeframe; OpCom2 is (generally) held in the September/October timeframe. Vice Presidents, President-Elect and/or Past President, CIO and Treasurer are expected to attend these meetings. Three Members-at-Large are selected by the President (one from each MAL "class") to be the MAL representatives to OpCom. These members are expected to attend both OpCom meetings.

Additionally, a Management Retreat may be held (at the discretion of the President) to develop/build the plans for the coming year/years. Ideally, its purpose is to develop ComSoc strategic initiatives (for inclusion and implementation in future operating plans). Retreats are conducted by the President and Chair of the Strategic Planning Committee. Vice Presidents, President Elect or Past President, CIO and Treasurer are expected to attend, along with other invitees. The retreat is generally held in the January/February timeframe.

During a Director's two-year term in office, he/she is (generally) invited to attend two additional meetings - selected from the OpComs and Retreats.

Society officers are asked to prepare operating plans for a given year before GLOBECOM (usually OpCom2) of the previous year to facilitate planning for the coming year.