ASNE Sections Committee Charter

AUTHORITY AND PURPOSE:
In accordance with Article XI of the ASNE Bylaws, the Sections Committee is a Standing Committee of the Society that is assigned responsibility for “…developing and maintaining communication between the Council and the Sections, and assisting in establishment and guidance of Sections, and chapters within them as described in Article XIII (of the Bylaws).”

FUNCTIONS AND RESPONSIBILITIES:
The Sections Committee is responsible to the ASNE Council for:
- The ASNE Sections Manual
- The annual Section competition and Section Awards
- The annual Sections Meeting
- Election of regional members of the Council

In carrying out these responsibilities, the Sections Committee will:
- Advise Council on the status and health of ASNE sections
- Make recommendations to Council regarding establishment and disestablishment of ASNE sections and chapters
- Review and evaluate section submissions for annual section competition
- Plan, schedule and conduct the annual Sections Meeting
- Assign and track action items from the annual Sections Meeting

COMMITTEE MEMBERSHIP AND SUPPORT:
As prescribed in the ASNE Bylaws, the Sections Committee will consist of a committee chair plus at least three additional members. Chairs of all ASNE sections will be ex-officio members of the committee during their tenure. Sub-committees may be established at the discretion of the Chair. Appointments and terms of office will be in accordance with the Council Policy on Committees. The Chair of the committee will be an ex-officio, non-voting member of the Council.

The ASNE Operations Manager will be the primary staff point of contact for the committee. The staff will provide all necessary support for the committee, including provision of membership statistics and trend information for ASNE sections, administration of the section awards process, and administrative support of the Sections Meeting.

MEETINGS:
The Sections Committee will meet at least three times a year at the call of the Chair. The committee will endeavor to accommodate participation by members from remote sections through the use of e-mail, teleconferencing, etc. The committee is also responsible for conducting the annual Sections Meeting.
REPORTS:
The Sections Committee will provide a written report of each committee meeting. Reports should normally be provided to the Executive Director / Secretary-Treasurer of the Society at least one week before the next scheduled Council meeting. Reports should include:
- An attendance list for the meeting
- A summary of discussions, decisions made and action items assigned and status of previous action items.
- Any specific recommendations for the Council with supporting information.
- Annually, the committee will report their evaluation of submissions for the section competition and provide Council with recommendations for section awards.

For the annual Sections Meeting, the Sections Committee will prepare the agenda, chair the meeting and prepare the minutes of the meeting, including a list of action items. Periodically the committee will report on the status of action items.