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**February 2023**

Manual of   
Organizational   
Charters

**ISA MANUAL OF ORGANIZATION CHARTERS (MOC)**

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# Introduction

The Manual of Organization Charters (MOC) represents the official organization of ISA as recognized by the Executive Board. Each volunteer group is chartered with specific responsibilities and assigned work that is aligned with Society’s strategic plan.

Revisions to charters or the addition of a group requires Board approval. Changes will be logged. Staff may make non-substantive editorial corrections without Board approval.

# Fellow Admissions Committee

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|  | **Fellow Admissions Committee** |
| **Charge** | The Fellows Admissions Committee recommends to the Executive Board the elevation of select members to the distinguished grade of Fellow in accordance with Society policy. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | Ensure the long-term success of the ISA Fellows program by annually selecting the most-deserving nominees. |
| **Composition** | Minimum of 8 Fellows and a chair, representing a diversity consistent with Society’s policies and values. |
| **Selection/ Appointment** | Appointed by the Executive Board |
| **Term** | Terms coincide with Society operating year and are one-year, renewable up to three consecutive years. Chair term is one year. |
| **Expected Commitment** | 8-10 hours during selection |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Criteria for the Fellow admission 2. Recipients of Fellow status 3. Nomination and selection policies   **Monitors**   1. Diversity of nominations and selections 2. Overall awareness and prestige of ISA Fellow designation |
| **Supporting Information** | Recognitions and Awards Policy |

# Compensation Committee

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|  | **Compensation Committee** |
| **Charge** | The Compensation Committee reviews the performance and sets the compensation of the Executive Director. |
| **Goals/Responsibilities** | 1. Ensures the Executive Director has goals aligned to the strategic direction of the Society. 2. Reviews the performance of the Executive Director against set goals. |
| **Composition** | Society President, President-elect, Past President and Treasurer |
| **Selection/ Appointment** | None |
| **Term** | Terms coincide with Society positions |
| **Expected Commitment** | 4 hours twice a year |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Selection of the Executive Director 2. Formation of executive search group, as necessary   **Approves**   1. Contract, and any subsequent changes, for the Executive Director, with the advice of legal counsel 2. Annual evaluation of Executive Director, a summary of which will be kept confidential with ISA Human Resources |

# Finance and Investment Committee

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|  | **Finance and Investment Committee** |
| **Charge** | This committee monitors the Society’s fiscal policies and financial planning and advises the Board in support of maintaining a sound financial position for the Society. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | 1. Analyze proposed budgets in line with the Society’s strategic objectives. 2. Support the Society Treasurer in evaluating economic changes that may affect the financial condition or operations of the Society. 3. Oversee the assets of the ISA Foundation. 4. Monitor the investment of the Society’s reserve funds. |
| **Composition** | 8-11 professional members representing a diversity consistent with Society’s policies and values, as well as up to 2 non-members. Society Treasurer serves as Chair. Geographic and Technical Assembly may appoint one ex-officio member. |
| **Selection/ Appointment** | Appointed by the Executive Board upon recommendation from the outgoing committee. |
| **Term** | Terms coincide with Society operating year. Member terms are one-year, renewable up to three consecutive years. |
| **Expected Commitment** | 2-4 hours per month  The committee will host virtual discussions, documents, notes and resources on their ISA Connect community. |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Society’s annual and capital budget and any proposed modifications 2. Fiscal policies 3. Audit schedule 4. Charitable contributions matching funds 5. Selection of professional investment manager 6. Investment guidelines including acceptable types of investments, acceptable risks, and relative distribution of funds   **Monitors**   1. Auditing procedures 2. Financial statements 3. Reserves and cash balances 4. Performance of professional investment manager 5. Performance of investment portfolio |
| **Supporting Information** | Financial Management Policy |

# Nominating Committee

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|  | **Nominating Committee** |
| **Charge** | The Nominating Committee affirms the qualifications of the members being presented in the election for Society leadership positions. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | 1. Source and identify a pipeline of leader candidates. 2. Reviews all nominations received. 3. Interview, as necessary, to confirm qualifications. 4. Presents the best qualified nominees for election. 5. Respect the overall confidentiality of the process. |
| **Composition** | As provided in bylaws. |
| **Selection/ Appointment** | As provided in bylaws. |
| **Term** | Terms coincide with Society operating year. Member terms are one-year, renewable up to three consecutive years. |
| **Expected Commitment** | 2 hours per month |
| **Roles and Authorities** | **Approves**   1. Slate of candidates for Society leadership elections, noting that nominations received by petition will also be included on the ballot. 2. One direct appointment to the Board that is not included in Society election. |
| **Supporting Information** | Nominations and Elections Policy |

# Connect Champions

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|  | **Connect Champions** |
| **Charge** | A group of evangelists for ISA Connect Technical Discussion Forum. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | 1. Support and encourage member engagement in ISA Connect technical discussion forum 2. Review and moderate comments from the user community 3. Work with Society stakeholders on using the discussion forum to build reach and awareness 4. Research best practices in community engagement in general and with ISA community tools specifically 5. Post and reply to discussion forum if engagement is low and, where possible, respond to unanswered posts |
| **Composition** | 8-12 members |
| **Selection/ Appointment** | Appointed by the Executive Board upon recommendation from the outgoing group |
| **Term** | Terms coincide with Society operating year. Member terms are one-year, renewable up to three consecutive years. |
| **Expected Commitment** | 4-6 hours per month  The committee will host virtual discussions, documents, notes and resources on their ISA Connect community. |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Investment in upgrades or enhancements to Connect Discussion Forum   **Monitors**   1. Member engagement in Discussion forum 2. Utilization of Connect Discussion Forum 3. Satisfaction with the Connect Discussion Forum experience 4. Success of automation in driving member engagement |

# Young Professionals Committee

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|  | **Young Professionals Committee** |
| **Charge** | The YP Committee is responsible for advising on existing and recommending development of programs to engage members under the age of 35. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | 1. Work with Sections to establish young professional engagements locally 2. Work with Divisions to establish young professional engagement 3. Engage with Society leadership to offer YP perspective on the objectives and goals. 4. Assist in development of networking events for Young Professionals at society events |
| **Composition** | 8-10 professional members and a chair  Majority of the members must be under the age of 35 |
| **Selection/ Appointment** | Appointed by the Executive Board upon recommendation from the outgoing committee. |
| **Term** | Terms coincide with Society operating year. All terms are one-year renewable for up to three years. |
| **Expected Commitment** | 2-4 hours per month  The committee will host virtual discussions, documents, notes and resources on their ISA Connect community. |
| **Roles and Authorities** | **Makes Decisions with Approval of Executive Board**   * YP specific programs   **Monitors**   * YP membership in society * YP program satisfaction * YP engagement in core society programs |
| **Supporting Documents** | **Value Proposition for YP:**  ISA YP offers an inclusive community where young professionals can make an impact and influence the future of automation. As members of ISA, we have opportunities for personal and professional development through certification and exposure to the Automation Body of Knowledge. We also have opportunities to develop leadership skills, enhance our professional networks, and engage local and technical mentors. |

# Student Guardian Committee

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|  | **Student Guardian Committee** |
| **Charge** | The Student Guardian Committee focuses on areas in which the Society can build value in student membership. |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | 1. Support growth in student membership. 2. Support conversion of students to professional members. 3. Enhance value and programming for student members. |
| **Composition** | 6 professional and 2 student members plus a chair representing a diversity consistent with Society’s policies and values. |
| **Selection/Appointment** | Appointed by the Executive Board upon recommendation from the outgoing committee. |
| **Term** | Terms coincide with Society operating year and are one-year, renewable up to three consecutive years. Chair term is one year. |
| **Expected Commitment** | 2-4 hours per month  The Committee will host virtual discussions, documents, notes and resources on their ISA Connect community. |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Programs to create or modify to enhance student member value   **Monitors**   1. Health of student sections 2. Student membership in each District 3. Conversion of students to professional membership 4. Relevance of scholarship program 5. Student programs of similar society sections |
| **Related Groups** | Image and Membership Committee  Geographic Assembly |

# Certification Commission

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|  | **Certification Commission** |
| **Charge** | The Certification Commission advises on policies and practices of certification and certificate programs. |
| **Group Type** | Commission |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | Support the administration of ISA’s certificate and certification programs |
| **Composition** | 7-15 professional members and a chair  All members must agree not to disclose any confidential information. |
| **Selection/ Appointment** | Appointed by the Executive Board upon recommendation from the outgoing commission. |
| **Term** | Terms coincide with Society operating year. Member terms are one-year renewable for up to three consecutive years. Chair term is one year, renewable for two years. |
| **Expected Commitment** | 2 hours per month |
| **Roles and Authorities** | Makes Recommendations to the Executive Board   1. Certification eligibility requirements 2. Certification fee structures   Approves   1. Test development specifications 2. The passing scores using a criterion-referenced methodology   Monitors   1. Industry adoption of certifications and certificates |

# Membership Committee

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|  | **Membership Committee** |
| **Charge** | The Membership Committee is responsible for advising on and facilitating the integration of member activities throughout the Society. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | 1. Review member dues, categories, and discount offerings 2. Review value of membership 3. Work with Sections to support retention and growth 4. Work with Divisions to support retention and growth |
| **Composition** | 8-12 professional members and a chair representing a diversity consistent with the Society’s policies and values. |
| **Selection/ Appointment** | Appointed by the Executive Board upon recommendation from the outgoing committee. |
| **Term** | Terms coincide with Society operating year. Member terms are one-year renewable for up to three consecutive years. Chair: One-year term, renewable for two years. Chair-elect can be suggested at committee discretion. |
| **Expected Commitment** | 2-4 hours per month  The committee will host virtual discussions, documents, notes and resources on their ISA Connect community. |
| **Roles and Authorities** | Makes Recommendations to the Executive Board   1. Member dues and discounts 2. Member benefits 3. Life and senior member definitions   Monitors   1. Member satisfaction 2. Retention and growth metrics |

# Content Steering Committee

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|  | **Content Steering Committee** |
| **Charge** | This committee facilitates the implementation and adoption of a Society-wide content strategy. Supports identifying, validating, and coordinating technical content for ISA members and the automation community by connecting and engaging ISA resources. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | * Ensures the volunteer organization is collaborating and aligned with a Society-wide content strategy. * Reviews the content strategy and makes recommendations. * Reviews and recommends technical topics for the content taxonomy. * Reviews technical topics within the content matrix and recommends prioritization. |
| **Composition** | 8-10 professional members and a chair with diversity in a manner consistent with the Society’s values and policies. |
| **Selection/ Appointment** | Appointed by the Executive Board upon recommendation from the outgoing committee. |
| **Term** | Terms coincide with Society operating year. Member terms are one-year renewable for up to three consecutive years. Chair: One-year term, renewable for two years. |
| **Expected Commitment** | Varies per month based on current activities.  The committee will host virtual discussions, documents, notes and resources on their ISA Connect community. |
| **Roles and Authorities** | **Makes Recommendations for Approval of Executive Board**   1. ISA content strategy and annual priorities.   **Monitors and provides input to the board**   1. Content trends 2. Satisfaction with ISA content 3. Technical interests of automation professionals |
| **Related Groups** | 1. Conference Advisory 2. Divisions 3. Publications 4. Standards & Practices 5. Technology Search 6. Geographic Assembly 7. Technical Assembly |

# Scholarship Selection Committee

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|  | **Scholarship Selection Committee** |
| **Charge** | The Scholarship Selection Committee oversees the selection of scholarship recipients. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | Ensure the long-term success of the scholarship program while supporting the continuing education of those pursing higher education in fields related to automation. |
| **Composition** | 5-12 professional members representing a diversity consistent with the Society’s policies and values |
| **Selection/ Appointment** | Appointed by the Executive Board upon recommendation from the outgoing committee. |
| **Term** | Terms coincide with Society operating year and are one-year, renewable up to three consecutive years. |
| **Expected Commitment** | 8-10 hours during selection |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Criteria for the scholarship awards 2. Dollar amount of each scholarship 3. Recipients for each scholarship   **Monitors**   1. Number of applications versus total awards 2. Diversity of applications and awards |

# Honors & Awards Committee

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|  | **Honors & Awards Committee** |
| **Charge** | The Honors & Awards Committee supports the recognition program by administering the selection of awardees in accordance with the policies of the Executive Board. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | Ensure the long-term success of the ISA Honors & Awards program by annually selecting the most-deserving nominees. |
| **Composition** | 12-20 professional members and a chair, representing a diversity consistent with Society’s policies and values. |
| **Selection/ Appointment** | Appointed by the Executive Board |
| **Term** | Terms coincide with Society operating year and are one-year, renewable up to three consecutive years. Chair term is one year. |
| **Expected Commitment** | 8-10 hours during selection |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Criteria for the awards 2. Recipients of awards 3. Nomination and selection policies 4. Creation of any new awards   **Monitors**   1. Diversity of nominations and awards 2. Overall awareness and prestige of ISA awards |
| **Supporting Information** | Society Recognition Policy |

# Conference Advisory Committee

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|  | **Conference Advisory Committee** |
| **Charge** | The Conference Advisory Committee reviews ISA event plans for consistency with the Society’s objectives and relevance to the automation community in line with the ISA events policy. |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | 1. Offer guidance regarding topical events 2. Identify potential improvements for the event portfolio |
| **Composition** | 8-10 professional members and a chair representing a diversity consistent with Society’s policies and values. |
| **Selection/ Appointment** | Appointed by the Executive Board upon recommendation from the outgoing committee. |
| **Term** | Terms coincide with Society operating year and are one-year, renewable up to three consecutive years. Chair term is one year. |
| **Expected Commitment** | 1-3 hours per month  The Committee will host virtual discussions, documents, notes and resources on their ISA Connect community. |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Policies related to ISA events   **Approves**   1. Requests for use of ISA name on events 2. Metrics to measure event success   **Monitors**   1. Results of ISA events 2. Competing technical events 3. Market conditions that may affect the success of events |
| **Supporting Documents** | ISA Events Policy |

# Geographic Assembly

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|  | **Geographic Assembly** |
| **Charge** | The Geographic Assembly serves as an advisory and activity body responsible for administering and overseeing the conduct of Section and District activities as delegated to it by the Executive Board. |
| **Group Type** | Assembly |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | 1. Promote efficient and effective District and Section operations 2. Facilitate interchange of best practices 3. Identify resources to facilitate healthy sections |
| **Composition** | All District Vice Presidents, Vice President-elects, and a chair. Chair is non-voting and may not be a current District leader. |
| **Selection/ Appointment** | District Vice Presidents and Vice President-elects are elected in accordance with Society policy for District Elections. The Chair is elected by the Assembly from nominations approved by the Executive Board. |
| **Term** | Terms coincide with Society operating year and positions. Chair term is one year, renewable for up to three consecutive years. |
| **Expected Commitment** | 2-4 hours per month (not inclusive of District commitment)  The Assembly will host virtual discussions, documents, notes, and resources on their ISA Connect community. |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. District boundaries 2. Funding for District activities and Vice President travel to visit sections 3. Committees needed to fulfill responsibilities and support the Society’s strategic direction   **Approves**   1. Section establishments and disestablishments 2. Metrics to measure section health 3. Appointments to the Nominating Committee as defined in the Nominating Committee charter   **Monitors**   1. Section and student section health 2. Section support of student sections |
| **Related Groups** | District Leadership Conference Committee  Section Health Committee  Budget Committee |

## District Leadership Conference Committee

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|  | **District Leadership Conference Committee** |
| **Charge** | The District Leadership Conference committee supports effective leadership conferences in every district. |
| **Group Type** | Committee |
| **Sponsor** | Geographic Assembly |
| **Goals/Responsibilities** | 1. Coordinate the schedule of all District meetings 2. Provide support in agenda creation 3. Provide support in resource and speaker identification |
| **Composition** | 3-4 professional members; chair is chosen by the group |
| **Selection/ Appointment** | Appointed by the chair of the Geographic Assembly |
| **Term** | Terms coincide with Society operating year. Terms are one-year renewable for up to three consecutive years. |
| **Expected Commitment** | 2 hours per month |

## Section Health Committee

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|  | **Section Health Committee** |
| **Charge** | The Section Health committee provides additional support for a District Vice President, as requested. |
| **Group Type** | Committee |
| **Sponsor** | Geographic Assembly |
| **Goals/Responsibilities** | 1. Offer guidance and support to sections which have leaders but are struggling to be a healthy section 2. Identifies trends in health metrics 3. Recommends programs to improve health of sections |
| **Composition** | 3-4 professional members; chair is chosen by the group |
| **Selection/ Appointment** | Appointed by the chair of the Geographic Assembly |
| **Term** | Terms coincide with Society operating year. Terms are one-year renewable for up to three consecutive years. |
| **Expected Commitment** | 2 hours per month |

## GA Budget Committee

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|  | **GA Budget Committee** |
| **Charge** | The GA Budget committee assists with the coordination of the operating budget allocated to Districts. |
| **Group Type** | Committee |
| **Sponsor** | Geographic Assembly |
| **Goals/Responsibilities** | 1. Coordinates the collection of budget requests from each District 2. Consolidates, reviews, and makes recommendations for budget request submitted for Board approval 3. Monitors appropriate usage of allocated funds |
| **Composition** | 3-4 professional members; chair is chosen by the group |
| **Selection/ Appointment** | Appointed by the chair of the Geographic Assembly |
| **Term** | Terms coincide with Society operating year. Terms are one-year renewable for up to three consecutive years. |
| **Expected Commitment** | 2 hours per month |

Districts

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|  | **Districts** |
| **Charge** | Districts are assigned geographic groupings existing to support the health and standing of sections and, through them, advance the Society strategy. A District is a Society unit and is not separately incorporated. A District is a grouping of sections, not members. |
| **Sponsor** | Geographic Assembly |
| **Goals/Responsibilities** | 1. Convey information bi-directionally between the Society and the sections 2. Offer guidance to sections and connection to staff as necessary 3. Conduct District elections in accordance with Society bylaws |
| **Composition** | Vice President, Vice President-elect, Nominator, Secretary, Membership Chair, Student Section Liaison, Section-Division Liaison, Connect Chair, and Program Chair representing a diversity consistent with Society’s policies and values.  The Vice President may form sub-committees as needed. |
| **Selection/Appointment** | District Vice Presidents and Elects are selected per the Society bylaws. All other positions are appointed by the Vice President.  To respect Society values for diversity and inclusion, all Districts are required to transition leadership between states, countries, or primary language, depending on scope of District. |
| **Term** | District Vice Presidents and Elects terms are per the Society bylaws. The terms are staggered such that half of the Vice Presidents change in one year. All other District positions coincide with Society operating year. |
| **Expected Commitment** | 6-8 hours per month plus attendance and District Leadership Meetings.  Vice Presidents and elects also expected to attend Geographic Assembly and Society meetings.  Districts will host virtual discussions, documents, notes and resources on their ISA Connect community. |
| **Roles and Authorities** | **Makes Recommendations to the Geographic Assembly**   1. Establishment and disestablishment of sections and student sections 2. Annual budget to support District Leadership meetings and section visits   **Manages**   1. Regular meetings of section leaders 2. District Leadership Conferences within the scope of the Society-provided budget.    1. In-person Districts activities shall rotate between states, provinces, or countries, depending on scope of District    2. Event arrangements and expenses should be handled by a Section and submitted by the Vice President for reimbursement 3. Pilot programs as approved by the Board   **Monitors**   1. Section and student section health and good standing 2. Membership in the District 3. Opportunities to form new sections or student sections 4. Quality of section and student section programs 5. Activities of similar society sections |

# Technical Assembly

|  | **Technical Assembly** |
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| **Charge** | The Technical Assembly serves as an advisory and activity body that coordinates and supports the activities of the technical groups as delegated to it by the Executive Board. |
| **Group Type** | Assembly |
| **Sponsor** | Executive Board |
| **Responsibilities** | 1. Share information for efficient and effective technical dissemination 2. Identify resources to facilitate cooperation |
| **Composition** | Chair and Chair-elect of Standards and Practices, Automation and Technology, Industries and Sciences, Publications, Conference Advisory, and Content Steering. |
| **Selection/ Appointment** | Members are determined through committee chair appointments. The Chair is selected by Assembly members from nominations approved by the Executive Board. |
| **Service Terms** | Terms coincide with positions. Chair term is one year, renewable annually. |
| **Expected Commitment** | 1-3 hours per month  The Assembly will host virtual discussions, notes, and resources on their Connect community. |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Technical groups necessary to further the Society’s strategic direction. 2. Policies effecting the respective areas.   **Approves**   1. Nominating Committee appointments |

## Technology Evaluation Committee

|  | **Technology Evaluation Committee** |
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| **Charge** | The Technology Evaluation Committee evaluates potential new technical areas of interest for ISA. |
| **Group Type** | Committee |
| **Sponsor** | Technical Assembly |
| **Goals/Responsibilities** | 1. Solicit proposals from members for technologies 2. Evaluate proposals for new technologies that have relevance for ISA   (Note that proposals may be submitted by any member.) |
| **Composition** | At least 8-10 contributing professional members and co-chairs representing a diversity consistent with Society’s policies and values. |
| **Selection/ Appointment** | Members are appointed by the Executive Board upon recommendation from the outgoing committee. Co-chairs are selected by the approved committee members. |
| **Service Terms** | Terms coincide with Society operating year and positions. All terms are one-year renewable for up to three, consecutive years. |
| **Expected Commitment** | 2-4 hours per month  Additional time may be required for detailed evaluations |
| **Roles and Authorities** | **Makes Recommendations via the Technical Assembly**   1. Action to be taken with regard to new technologies   **Monitors**   1. Technical interest areas 2. Technical conversations in ISA Connect 3. Inputs from divisions on new technologies |
| **Related Groups** | * Standards and Practices Council * Publications Committee * Content Steering Committee |

# Automation and Technology AND Industries and Sciences Committees

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|  | **Automation and Technology Committee**  **Industries and Sciences Committee** |
| **Charge** | The Committees serve as a coordinating and advisory body to support the Society’s divisions within the authority delegated by the Executive Board. |
| **Goals/Responsibilities** | 1. Encourage and support division collaboration 2. Promote cooperative section/division programs |
| **Composition** | Chair, Chair-elect, Division Directors, and Division Director-elects. |
| **Selection / Appointment** | Chairs are appointed by the Executive Board upon recommendation from the committee. Division Directors and elects are selected by each division. |
| **Terms** | Terms coincide with Society operating year. Chair term is one-year, renewable for two consecutively. |
| **Expected Commitment** | 2-4 hours per month plus attendance at leader meetings. The committees will host virtual discussions, documents, notes and resources in the Division Leader community in ISA Connect. |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Policies related to divisions 2. Programs related to divisions 3. Resources related to divisions 4. Mutually beneficial relationships with related technical and scientific organizations   **Monitors**   1. Division standing 2. Division health 3. Division membership   **Approves**   1. Establishment and sunsetting of divisions as delegated by the Executive Board. |

# Publications Committee

|  | **Publications Committee** |
| --- | --- |
| **Charge** | The Publications Committee is responsible for advising on and providing support for the content for ISA publications. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Responsibilities** | 1. Solicit content from ISA groups and subject matter experts in accordance with the content strategy. 2. Promote ISA publications via social media channels. 3. Identify and recruit volunteer technical reviewers to assess the significance, originality, and validity of unsolicited manuscripts or article proposals before scheduled publication. 4. Review book proposal submissions and provide feedback on the relevancy of content to ISA. |
| **Composition** | Chair, Chair-elect, and 8-12 professional members representing a diversity consistent with the Society’s policies and values. |
| **Selection/ Appointment** | Appointed by Executive Board upon recommendation from the outgoing committee. |
| **Service Terms** | Terms coincide with Society operating year. Member terms are one-year renewable up to three consecutive years. Chair term is one-year, renewable for two consecutively. |
| **Expected Commitment** | 2-4 hours per month  The committee will host virtual discussions, documents, notes, and resources on their ISA Connect community. |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Strategies related to print and digital publications 2. Policies related to publications 3. Proposals regarding new publications   **Monitors**   1. Stature and content of ISA publications compared to competitive publications 2. Quality and effectiveness of ISA publications |
| **Related Groups** | * Technical Assembly   The following are sub-groups within the committee:   * ISA Transactions editorial team * *InTech* editorial advisory team * Books team |

# Standards and Practices Council

|  | **Standards and Practices Council** |
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| **Charge** | The Standards & Practices Council leads the development, adoption, review, and revision of national and international standards related to the practice of automation. Work products (via standards committees) include standards, recommended practices, and technical reports. |
| **Group Type** | Council |
| **Sponsor** | Executive Board[[1]](#footnote-1) |
| **Responsibilities** | * Ensure that standards committees are operating effectively * Monitor and manage the overlap between standards committees * Maintain ISA’s accreditation as an ANSI standards development organization * Establish and maintain liaison relationships with other organizations as required to maintain the standards portfolio |
| **Composition** | Chair, chair-elect  Directors[[2]](#footnote-2)[[3]](#footnote-3)  Directors Emeritus (ex officio, non-voting) |
| **Selection/ Appointment** | Chair and Chair-elect are appointed by the Executive Board upon recommendation of the Council.  Directors are appointed by the Chair and approved by the Executive Board. |
| **Terms** | Chair term is one year, renewable up to two consecutively. Director terms are 1 year, renewing automatically unless the Chair decides not to renew the appointment. |
| **Expected Commitment** | All directors are expected to attend monthly Council meetings. Managing directors must attend sufficient meetings of the committees that they are responsible for to ensure that they are following proper procedures. The total monthly commitments should be in the order of 1-3 hours. |
| **Roles and Authorities** | **Approves**   * Formation or dissolution of standards committees * Technical standards that meet ISA and American National Standards Institute (ANSI) requirements for due process and criteria for approval. * Technical reports and RPs that meet ISA processes and criteria for approval * Adoption of external standards, such as IEC by ISA * Transfer of ISA technical documents to external standards development organizations, such as IEC   **Monitors**   * Standards committee operation to ensure compliance with processes   **Makes recommendations to the Executive Board**   * Changes to the standards portfolio that may have impact on the Society content strategy * Resource requirements required to support standards activities * External liaisons that require resources or commitment beyond the authority of the S&P council |
| **Related Groups** | * Technical Assembly * Technical Search Committee * Individual standards committees[[4]](#footnote-4) |
| **Supporting Documents** | * S&P operating procedures (accredited by ANSI) * Standards committee charters * Descriptions of liaisons with external bodies related to development and maintenance of standards |

1. Processes and procedures used in the creation of standards and practices are certified by ANSI. [↑](#footnote-ref-1)
2. Administrative directors serve in an at-large capacity, while managing directors are responsible for overseeing one or more standards committees. [↑](#footnote-ref-2)
3. Directors must be a professional member of ISA and a member of one or more standards committees. [↑](#footnote-ref-3)
4. Each standards committee has an approved description and scope, approved, and managed by the S&P Council. [↑](#footnote-ref-4)