

# The Division of Environmental Geosciences Manual of Policy and Procedure

## 1. The Deg Executive Committee

In addition to the duties and responsibilities of the DEG Executive Committee officers as noted in the DEG Bylaws (Article V, Sections 1 through 6), the following policies, procedures, and responsibilities have been defined for those elected to each office. This document is to augment and complement the text of the DEG Bylaws and if dispute between this document and the DEG Bylaws does occur, the DEG Bylaws govern.

### I. Executive Committee Officer Duties

#### President:

In addition to the responsibilities specifically stated in the DEG Bylaws (Article V., Officers and Executive Director, Section 2. President), the President shall be responsible for:

1. Searching for opportunities to increase the membership, raise the visibility of the division, and maintain a maximum level of benefits for DEG membership.
2. Representation of the DEG at all Section Meetings, AAPG Advisory Council meetings, AAPG Day in Tulsa, and the AAPG Annual Convention during his/her term in office. Representation at the AAPG International programs or other society's programs as merited.
3. The organization of the agenda, time, and locale of DEG Executive Committee meetings during his/her term in office and promoting communication between DEG Executive Committee members between formal meetings.
4. The assignment of DEG Executive Committee members to liaison with DEG committees and/or other AAPG governing bodies.
5. Working with the DEG Editor to identify potential papers for the Environmental Geosciences .
6. Assisting committee chairs to define specific and reasonable goals, which provide continuity with multi-year projects, which were previously undertaken by the committee.
7. Insuring that all DEG administrative deadlines are defined and met.
8. Working with the DEG Secretary/Treasurer to insure the financial success of the Division.
9. Communicating for the DEG to the AAPG Executive Committee and AAPG Headquarters staff.

Although various committees may work on these items, the DEG, like all other professional societies is truly led by the President and initiatives are almost always derived from that person's vision. As such, it is important that the DEG President define and express a vision of objectives

and goals for the DEG Executive Committee, the DEG Advisory Board, the DEG Committees, and the DEG membership as a whole. Some effective methods for working with the membership are targeting letters to various groups, and written communications in various media levels. Toward a goal of effective communication, the President is responsible for the President's column in the DEG Reporter and the quarterly DEG section of the Explorer. Ultimately, the President is responsible for the content and issuance of public statements, content and format of division products, the financial well being of the Division, and represent all activities of the DEG to all societies and groups, both inside and outside the Division during his/her term in office.

### **Vice President**

In addition to the responsibilities specifically stated by the DEG Bylaws (Article V, Officers and Executive Director, Section 3, Vice-President), the Vice-President shall be responsible as follows:

**To Serve as Chairman of the DEG Advisory Board** - As Chairman, the VP is responsible for organizing the Advisory Board agenda for all of its meetings. That responsibility includes the collection and distribution of all relevant materials concerning specific subjects to be listed on the Advisory Board agenda. Requests for agenda items can be issued to the members of the DEG Executive Committee, members of the Advisory Board, members of all DEG Committees, and/or the DEG membership. The VP judges the importance of the submitted matters and can choose to:

- a. Not allow an inappropriate or non-supported subject be brought before the Board.
- b. Refer the matter to the appropriate committee for action prior to it being brought before the Board.
- c. Allow a subject to be brought before the Board as an agenda item during any scheduled Advisory Board meeting AAPG National Convention.
- d. In special circumstances, call a special meeting of the Board to consider a specific subject(s) which requires immediate action.

Actions "a" and "b" require written notification to the DEG President as to the subject(s) considered and the reason(s) for the action taken. Actions "c" and "d" follow the DEG Bylaws requirements and are to be reported to the DEG Executive Committee at the AAPG Annual Meeting in the case of "c", and by written report to the DEG Executive Committee via the DEG President in the case of action "d".

### **The direct link between the DEG Executive Committee and the Section Representatives:**

The VP is directly responsible to the DEG Executive Committee, and particularly to the instruction of the DEG President, for the operation and success of the Section' representation system. The VP, in the capacity of Chairman of the DEG Advisory Board, has the duty to aid and encourage representatives to fulfill the responsibility of their position. That includes helping the representative, as needed, to construct and arrange a quality DEG program in their annual (biannual) Sectional meetings. Further, the VP collects and organizes news and information from each of the section areas via the representatives and presents updates as to sectional activities at each regular meeting of the DEG Executive Committee. The VP should also act at the direction of the DEG President in helping to identify DEG Program Chairmen for National and International AAPG meetings, adding input from the Section representatives to identify DEG Program Chairmen for upcoming AAPG Section meetings. Note: the DEG President appoints all DEG Program Chairmen and the VP should act only to advise the President upon these matters. Specific to the Annual AAPG International Conference(s), the VP should consult, at the permission of the DEG President, with the General Chairman of the upcoming meeting to inquire

as to the feasibility of conducting a DEG program. The VP should note that not all host societies consider an environmental program essential in an International conference program. Response to initial inquiries will vary year by year and site by site. The VP will act as the Awards Committee Chairman for the Advisory Board during their term in office.

### **Implied Duties:**

The VP should act (as all DEG Executive members should) to aid the DEG Editor in securing submittals for the *Environmental Geosciences Journal* and other DEG publications.

The VP should consult with the DEG Treasurer to insure a thorough understanding of the Division's economic situation and proposed programs.

The VP should be prepared, if requested and if logistically feasible, to step in for the DEG President in various capacities and at various functions.

Finally, with consideration of all points mentioned above, the Vice President of the DEG should act to expedite the business of the Division in a fair and professional manner.

### **President-Elect**

In addition to the responsibilities specifically stated in the DEG Bylaws (Article V., Officers and Executive Director, Section 4. President-Elect), the President-Elect shall be responsible for:

1. Identifying potential DEG Annual Meeting Vice Chairman nominees for the annual meeting which will take place during his/her term in office as DEG President.
2. Providing assistance to that appointed DEG Vice Chair of the annual meeting to insure that the DEG Program committee for the meeting is well staffed and that all concerned understand their responsibilities. The President-Elect should set the theme of the DEG program (including but not limited to technical, short course, field trip and luncheon) and work with the Vice Chairman to insure a quality program around that theme. The President-Elect should also work with the DEG Headquarters staff concerning promotions and staffing of the DEG Booth at the annual convention.
3. Establishing all DEG administrative deadlines which will take place during his/her term as DEG President prior to taking office. Such deadlines should then be incorporated into the DEG calendar for that term year.
4. Working with the DEG Headquarters staff in all aspects of their term as DEG President in order to insure a smooth transition and a productive term.

The President-Elect should be prepared to represent the President at Sectional meetings of the AAPG, in the event of the President's inability to attend. As the incoming DEG President, this affords the individual the opportunity to become acquainted with the headquarters staff and prominent DEG and AAPG members, a distinct advantage when officially becoming DEG President.

### **Implied Duties:**

The President-Elect should act (as all DEG Executive members should) to aid the DEG Editor in securing submittals for the *Environmental Geosciences Journal* and other DEG publications.

The President-Elect should consult with the DEG Secretary/Treasurer to insure a thorough understanding of the Division's economic situation and proposed programs. The President-Elect should also work with the DEG Secretary/Treasurer to develop a business plan for the division for their term in office.

The President-Elect should endeavor to learn as much as possible as to the ideas, projects, and established plans of each DEG committee.

Finally, with consideration of all points mentioned above, the President-Elect of the DEG should act to expedite the business of the Division in a fair and professional manner

### **Secretary/Treasurer:**

In addition to the responsibilities specifically stated by the DEG Bylaws (Article V, Officers and Executive Director, Section 5, Secretary-Treasurer), the Secretary-Treasurer shall be responsible as follows:

**As the Treasurer** - The DEG Treasurer is the chief financial officer of the Division and as such is responsible for the finances of Division. The Treasurer must be able to answer the questions of:

- a. How much money does the Division have at any given point in time.
- b. What are the financial liabilities of the Division at any given point in time.
- c. What are the financial assets of the Division at any given point in time.

The Treasurer must work very closely with the DEG Headquarters staff, the AAPG Accounting Department, and the AAPG Treasurer, to be able to answer financial questions.

The Treasurer, is responsible for preparing the DEG Budget for the year(s) succeeding the year of election (if elected in year 1995-1996, responsible for year 1996-97 and 1997-98 budgets). Said budgets should be prepared in time for approval at the last DEG Executive Committee meeting of each given year term for the subsequent year of division operation.

The Treasurer, representing the division, serves as a member of the AAPG Finance Committee and as such should be prepared to give the Division report at that committee meeting when scheduled. The Treasurer must be able to impart the current Division finances to the DEG Executive Committee when called upon at DEG Executive Committee meetings. The Treasurer should also be aware of DEG financial commitments placed by the current and previous DEG Executive Committee's actions.

**As the Secretary** - The Secretary is the recording officer of the Division. The Secretary is responsible for the official minutes of all DEG Executive Committee meetings. The Secretary is responsible for all logistics of these minutes, their recording, draft treatments, and final approval at subsequent DEG Executive Committee meetings. The Secretary should work closely with the DEG Headquarters staff in completing these responsibilities.

The Secretary is responsible, along with the DEG President-Elect, for the preparation and submittal for approval to the the DEG Executive Committee, the annual business plan of the

Division [the DEG annual budget, along with a section detailing action items, compose the annual business plan].

**Secretary-Treasurer:**

The Secretary-Treasurer should act (as all DEG Executive members should) to aid the DEG Editor in securing submittals for the *Environmental Geosciences Journal* and other DEG publications.

The Secretary-Treasurer should be aware that he/she may be directed by DEG President to act for the division in various capacities and at various functions.

Finally, with consideration of all points mentioned above, the Secretary-Treasurer of the DEG should act to expedite the business of the Division in a fair and professional manner.

**DEG Editor:**

In addition to the responsibilities specifically stated by the DEG Bylaws (Article V, Officers and Executive Director, Section 3, Editor), the Editor shall be responsible as follows:

Chairman of the Publication Committee:

As Chairman, the Editor is responsible for:

1. Maintaining a peer-review board of "Associate Editors" that serve as members of the Publication Committee;
2. Prepare and present an annual report to the DEG Executive Committee on Publication Committee activities. The report should include a presentation of the proposed publication budget produced by Blackwell Science, Inc.
3. Serve as the principal liaison with Blackwell Science, Inc., the publisher of Environmental Geosciences (EG);
4. Responsible for ensuring the contract between DEG and Blackwell Science, Inc. is followed in every detail to ensure a healthy and profitable relationship with the publishers into the future. The Editor shall be the principal negotiator of any contract issues needing renegotiation or any relationship requiring a new contract associated with publications of the DEG.
5. Responsible for content and quality, including complete editorial control of material published in *Environmental Geosciences*.

**2. Policy Statement For Reimbursement Of Expenses**

The sitting DEG President, whose travel is not subsidized by his/her company, may request reimbursement of expenses incurred in connection with DEG Executive Committee business with the exceptions of the meeting scheduled at the annual convention. Cumulative expenses by the President to \$5,000 are reimbursable. The DEG Secretary-Treasurer shall approve expense reimbursement claims by the DEG President. All other expenses for reimbursement must be approved by the DEG Executive Committee prior to their commitment or dispersal.

### 3. Deg Public Statements

The DEG Executive Committee, as a Division of the AAPG, shall be in compliance with AAPG policies regarding public statements, either in written, vocal, or electronic format. The AAPG policy reads:

*The Executive Committee of the Association may from time to time formally adopt positions which, in its judgment address matters of concern to the membership, especially matters which affect the ability of members to engage in the profession of exploring for and developing energy and mineral resources. Such positions may be referred to as official AAPG Policy.*

*Members, whether acting as individuals or in some official capacity within the AAPG (i.e. Division officer, Committee Chairman, etc) should not represent personal positions or positions taken by Divisions or Committees in such a way that they could be construed to be official AAPG positions.*

*The geographic and professional diversity which exists within the Association makes it incumbent upon the Executive Committee of the Association that no position is adapted which would offend or disadvantage any segment of the membership. (AAPG Executive Committee Handbook) Section 1.3, Opinions on U.S. Policy)*

#### DEG Procedures for Public Statement

All official DEG statements to be presented in a public forum or content should follow these steps before publication:

- a. Statement should be forwarded to the DEG President.
- b. The DEG President will disperse the statement to the DEG Executive Committee for review and comments.
- c. The DEG Executive Committee can either approve, revise, or disapprove the statement for publication.
- d. Once approved, the DEG President will forward the statement to the AAPG President for comment and/or approval.
- e. Once the statement is approved by the Executive Committee it can be published.

All official DEG statements, and any such statements representing the official position of DEG, either directly or indirectly, made on behalf of DEG by named or referenced DEG officers, committee chairs, liaisons, committee members, or other DEG representatives, to be presented in a public forum or communication, whether written, oral, or otherwise, should follow the following steps before publication, release, or presentation. The expression of personal opinions is exempted from this requirement, so long as the person expressing the opinion clearly states that the referenced (i.e. rather than referencing the statement to Jane Doe, DEG Secretary/Treasurer. Instead reference as Jane Doe, Environmental Director, Really Big Oil Company).

#### DEG Procedures for Web Site publication

- a. Material for the DEG Web site should be submitted to the DEG Web site Committee.
- b. Said material, once approved by the DEG Web site Committee shall be forwarded to the DEG Editor for review.
- c. The DEG Editor may edit the material and once approved, disburse it to the DEG Executive Committee for comments and final approval. At this point the Web site material is subject to AAPG and DEG public

- statement policies.
- d. Upon final approval, the material is posted to the DEG Web site (with a copy of the final material immediately forwarded to the DEG Reporter Editor).

This procedure, though multiple in its step, insures all parties responsible for the DEG Web site review and approve material prior to its posting on the Web site. Such review and approval may be performed via email or teleconference in order to deliver timely material to the Web site.

#### Endorsement for Members for Positions Outside the AAPG-DEG

As a division of the AAPG, the DEG will comply with the AAPG policy (AAPG Executive Committee Handbook, Section 1.5, Endorsement of Members for Position Outside the AAPG) which reads:

*As a general rule, the Executive Committee does not make endorsements of individuals for activities outside the scope of activities of the AAPG. Any endorsement will be at the discretion of the President [of the AAPG]*

Any outside endorsement submitted to the DEG will be presented to the DEG President. If the DEG President endorses the submittal he/she will then submitted it to the AAPG President for approval.

#### **4. DEG Officer Candidates**

The Nominating Committee (as defined per Article VIII, Section 1b (3)) shall use the following procedure in identifying potential nominees:

- a. The person making the nomination should acquire the nominee's permission to submit their name for a specific DEG office, and determine if nominee is willing to serve, if nominated and elected. Said persons may receive the descriptions of officer duties as stated in the Bylaws and Section 1 of this manual for reference of the duties each office details.
- b. It should be made clear to the person being nominated that a nomination does not ensure a candidacy.
- c. The potential nominee should be informed of the level of commitment the office requires.
- d. Because the status of some of the nominees may change during the nomination period, as a courtesy, the nominator should inform the chair of the Nomination committee should there be critical changes in the nominee's status.

The approval procedure and election process are detailed in the DEG Bylaws (Article V. Section 7). Officer candidates are bound by the AAPG policy on campaigning. Officer candidates will be offered the opportunity to express their views and ideas in the DEG Reporter in a commentary of 250 words or less, as scheduled by the DEG Reporter editor. It is the responsibility of each officer

candidate to be aware of any schedule of deadlines or required material as detailed by the DEG Reporter Editor or DEG Headquarters staff pertaining to his/her candidacy.

## **5. The Advisory Board**

In addition to the items specifically stated by the DEG Bylaws (Article VII, Advisory Board), Advisory Board members are responsible for:

### **Sectional Representatives**

The elected sectional representative to the DEG Advisory Board acts, at the direction of the DEG Advisory Board Chair (DEG Vice President) as the division's representative in their specified geographic areas. They are responsible for insuring that DEG program(s) are presented at each AAPG Sectional Convention. This responsibility includes, but is not limited to, coordinating with the Section Convention General Chairman for the appointment of DEG session chair(s), the selection of session topics, luncheon venues and speakers (if applicable), and representation of the division on the exhibit floor (with the DEG Headquarters staff). The Sectional Representatives are responsible for the forwarding to the DEG VP news items or information that may be of benefit or interest to the Division and its membership, and should through the Advisory Board, make the DEG aware of any programs or ideas that the DEG should or could participate within. If an idea or concept is selected by the Board as a worthy item, Sectional members may be appointed by the DEG VP to act within ad-hoc committees to explore in detail specific concept or ideas which may prove beneficial to the division.

### **At-Large Representatives**

At-Large members of the Advisory Board are selected based upon the ability to bring creative and worthwhile ideas to the attention of the DEG. The At-Large Representative thus is responsible for forwarding to the DEG VP news items or information that may be of benefit or interest to the Division and its membership, and should through the Advisory Board, make the DEG aware of any programs or ideas that the DEG should or could participate within. If an idea or concept is selected by the Board as a worthy item, At-Large members may be appointed by the DEG VP to act within ad-hoc committees to explore in detail specific concept or ideas which may prove beneficial to the division.

All DEG Advisory Board members should act to aid the DEG Editor in securing submittals for the *Environmental Geosciences Journal*. All Advisory Board members should act at the direction of the DEG VP in securing, within the specified DEG Awards criteria and deadlines, nominations for DEG awards. The Advisory Board is the Awards Committee for the Division, as such each Board member should actively seek candidates for DEG Awards.

## **6. DEG Headquarters**

Headquarters' Staff Responsibilities for the Division:

Attends Annual Meetings and DEG Executive Committee Meetings/Prepares Minutes

Attends Advisory Council Meetings or Teleconferences/Prepares Minutes.

Tracking of DEG Journal manuscripts, correspondence and manuscript copyright.

Web site liaison for DEG.

Forwards information to the REPORTER Editor for publication.

Responsible for back issue requests for the DEG journal, *Environmental Geosciences* and maintains an adequate supply of the last four issues in storage for distribution in Exhibit Booth.

DEG Member Renewal Letters mailed in December for DEG members who have failed to pay from dues statement.

Preparation of the DEG Directory.

Maintains up-to-date listing of DEG standing committee chairs and vice chairs.

Compiles the DEG Honors and Awards Information for the Convention Program Book and Plaques

Prepares the DEG Ballot.

Schedules the DEG Committee meetings.

Responsible for shipping DEG application brochures, sample journals and other material to all meetings which AAPG has a presence at for display in the AAPG Bookstore Booth, DEG Booth or combined division booths.

Preparation of the DEG Newsletter distributed at the annual convention.

Preparation of the DEG monthly new member letters and certificates.

Miscellaneous Correspondence at the Request of Members.

Fulfillment of Special requests from members.

## **7. DEG Committees Defined**

By authority of the DEG Bylaws (Article VIII) the DEG Executive Committee has approved the following DEG Standing Committees. They include:

**Continuing Education:** Develop continuing education, academic curriculum, K-12, and professional development of education opportunities and coordinates with the AAPG Continuing Education efforts. The Committee is currently in the process of developing on-line educational capabilities to be accessed through the AAPG Web site.

**Environmental Issues:** Define environmental issues affecting the practice of geology, initiate public and professional debate, determine roles of DEG education, communication and professional practice. The Committee will also be identifying nominees for the AAPG Distinguished Lecture Program.

**Environmental Practices:** Develop publications, coordination, and activities to meet legal environmental demands of our professional practice. Work closely with Publications, Continuing Education and Environmental Issues committees.

**Hydrogeology Committee:** To develop hydrogeology, soil, groundwater cleanup and waste management programs for AAPG annual, sectional and society meetings as well as lectures, short courses and publications. To develop a definition of hydrogeology, identify skills the average petroleum geologist has that are relevant to hydrogeology, to identify background of

AAPG as an organization that is relevant to hydrogeology, and to identify what the average AAPG member needs to know to be an effective hydrogeologist in the environmental geosciences.

**Liaison:** Maintain contact with federal agencies and Congress as appropriate to inform DEG membership regarding laws, proposals, and issues affecting geologists and their ability to provide earth resources to society, and to inform federal agencies about scientific issues pertaining to laws and regulations. Responsible for coordination and communication with specific societies or working groups, including joint sponsorships, seminars, and technical programs.

**Membership:** Develop programs for student AAPG/DEG members through coordination with other DEG committees; devise ways to increase DEG membership.

**Award Nominations:** The Vice President serves as the chair. The DEG Advisory Board accepts nominations for the DEG Honors and Awards. The DEG Awards for which nominations are being sought are: DEG Public Outreach Award, DEG Research Award, DEG Teaching Award, DEG Merit Awards, DEG Honorary Membership and the DEG President's Award.

**Publication: Steve Testa to provide**

**Web Site:** To guide the development of the DEG Web site through formulating rules and procedures. The Web site Committee proposes to liaison with the AAPG Web site Committee.

## **8. DEG Committee Membership Guidelines**

The following requirements and suggestions have wide applications to committee chairs and vice-chairs. They should be distributed to current committee chairs, vice-chairs and all future chairs as they assume responsibility for a DEG committee. *These guidelines have been adapted from the AAPG Committee Membership Guidelines and include reference to DEG Bylaws.*

### **I. STANDARDS FOR ALL COMMITTEES**

#### **A. GOVERNANCE:**

All committee meetings shall follow *Robert's Rules of Order*.

#### **B. COMMITTEE STRUCTURE:**

All standing committees will have a chair and a vice-chair.

(per Article VIII, Section 1, DEG Bylaws)

Ad-hoc committees will have a chair and an optional vice-chair and/or co-chair.

#### **C. RESPONSIBILITIES:**

The chair is the prime mover and "grand facilitator". As such, the chair is responsible, with input and support from the DEG Executive Committee via its liaison, for developing the longer-term objectives, creating a plan for their implementation and facilitating with other DEG Committees, The DEG Executive Committee, and DEG headquarters staff. The chair is also responsible for writing the annual report and other reports as assigned, developing and recommending potential leaders including the vice-chair or co-chair. The chair is also ultimately responsible for recruiting new members to the committee and for recognizing committee members that provide meritorious service (in writing to the DEG Awards Committee). The chair may be responsible for seeing that the committee creates products and services, e.g. publications, symposia, forums, articles,

schools, etc. the vice-chair is the principle assistant and the committee secretary, and should take thorough minutes of each committee meeting. The chair, however, is ultimately responsible for the accuracy of the minutes and should review them prior to their distribution and acceptance. The vice-chair also assists in developing committee objectives, designing the implementation of projects, and balancing workloads.

## **DEG COMMITTEE RESPONSIBILITIES**

### **Continuing Education**

Provide members with the knowledge necessary to conduct professional activities. This committee is the presence of the DEG in development of continuing education, academic curriculum, K-12, and professional development education opportunities and should coordinate with the AAPG Continuing Education efforts. Subcommittees will be designated to work with specific programs.

### **Environmental Issues**

Define environmental issues affecting the practice of geology; initiate public and professional debate about these issues and their supporting science; help determine the roles DEG education, communication, and professional practice should play. "Rational Science for Rational Policy" may be an appropriate slogan for this committee. Coordinates closely with the Liaison Committee and the ad hoc Hedberg Conference Committee.

### Environmental Practices

What do we do, how do we do it? Develop the publications; coordination, and activities to meet the legal environmental demands of our professional practice. Work closely with Publications, Continuing Education and Environmental Issues Committee.

### Hydrogeology

Develop hydrogeology, soil, groundwater cleanup and waster management programs for AAPG annual, sectional and society meetings as well as lectures, sort courses, and publications. To develop a definition of hydrogeology, identify skills the average petroleum geologist has that are relevant to hydrogeology, to identify background of AAPG as an organization that is relevant to hydrogeology, and identify what the average AAPG member needs to know to be an effective hydrogeologists in the environmental geosciences.

### Liaison Co-Chairman

The "early warning system" for DEG about future issues and regulations. Maintain contact with federal agencies and Congress as appropriate to inform the membership regarding laws, proposals, and issues affecting geologists and their ability to provide earth resources to society; inform federal agencies about scientific issues pertaining to laws and regulations. Individual members conduct liaison with specific societies or working groups and are responsible for coordination and communication with those groups including joint sponsorships, seminars, and technical programs.

### Membership

Develop programs for student/DEG members through coordination with other DEG committees; devise ways to increase DEG Membership.

### Nominating

(Two members are most immediate DEG past presidents; three members are appointed by DEG Executive Committee. Staggered 3-year terms.)

#### D. SUCCESSION:

Ultimately, the President of the Division is responsible for choosing the chairs of each committee and appointing its members. Nonetheless, the committees should always be developing new leaders and bringing them to the attention of both the DEG President and the DEG Executive Committee.

#### E. COMMITTEE OBJECTIVES AND PROJECTS:

There should be a clear-cut but evolving mission statement, reviewed annually or biannually and an evolving set of objectives for the committee. Each committee member should be fully aware of the mission statement and objectives. Projects developed in the committee should naturally align themselves to these objectives. As projects are proposed, a sponsor should be identified from the committee members for that project to promote and develop the project. Since responsibilities of some DEG and AAPG committees overlap and are interrelated, it is important that the chair or the project sponsor maintains communication with all related committees and reports these discussions to the committee membership. Discussions leading to changes of the mission statement and/or objectives must include the liaison to the DEG Executive Committee.

Subcommittees should carry out committee projects. It is important that the chair or project sponsor discussing the concept of a project, which may overlap other committees' interests, first communicate with the other committee chairs before initiating the project. Each subcommittee should have a chair. The subcommittee chair can select members from the committee or from outside the committee, subject to committee chair approval. Those selected from outside the committee should be considered for membership on the committee if they meet DEG membership criteria.

The staff liaison for the DEG shall maintain an archive of previous "mission statements" and a compiled history of the original intent of the committee and subsequent modifications. This shall be provided each new chair to provide a foundation of understanding relative to the scope of the committee's objectives and responsibilities in order to judge whether they should be modified.

Before turning over the reins, each chair should provide the incoming chair with a list of responsibilities and a timetable specific for that committee. The resultant list and timetable should be compiled and forwarded to the DEG Headquarter staff.

#### F. COMMUNICATIONS

Each committee should strive to communicate committee activity to not only committee members but to the DEG Executive Committee through the assigned DEG Executive Committee liaison.

Some means of communicating between committees and avoiding unnecessary duplication include:

1. Having the committee chair send copies of his/her communications and agendas to other chairs of committees with similar interests.
2. "Cross-pollinating" committees (i.e. assigning one committee member to more than one committee) is admissible. It is the responsibility of that individual to receive correspondence from both committees, attend meetings of both committees, and make sure that relevant information is brought to each committee's attention.

Additional methodologies for communicating are suggested in the following paragraphs.

## **II. INTERNAL COMMUNICATIONS**

### **A. AGENDA**

Every committee meeting should start with an agenda prepared by the committee chair and distributed prior to the meeting.

### **B. MINUTES**

Sending out timely committee meeting minutes is essential. The vice-chair should make certain that:

1. Action items are noted
2. Those who performed the actions are identified, and
3. The expected timing for the activity is specified
4. Copy of minutes are forwarded to the DEG Headquarter staff.

The chair should follow up with those responsible for completing each action item.

### **C. DIALOGUE BETWEEN MEETINGS:**

A newsletter is a good way of keeping committee members informed. It can be mailed or sent via email. The chair and vice-chair, with input from subcommittee chairs, have the responsibility for putting the newsletter information together. The newsletter should also be sent to the DEG Executive Committee.

### **D. COMMITTEE RECOMMENDATIONS TO THE DEG EXECUTIVE COMMITTEE**

All recommendations to the DEG Executive Committee may be presented to the Executive Committee either through the committee chair or, at the option of the committee chair, the DEG Executive Committee liaison. The recommendations should include the following information:

1. A statement of the purpose of the recommendation.
2. Pertinent background information.
3. What segment of DEG and/or AAPG will be affected?
4. Have discussions with other relevant committees, divisions, or other societies occurred?
5. Estimated cost to implement.
6. Implementation plans:
  - a. who will do the project (specific names)
  - b. timetable for implementation.
  - c. how the results will be conveyed to the affected membership or group.
  - d. measurable results (if applicable).

## **III. MISCELLANEOUS**

### **A. WEB SITE**

Each DEG committee may want to post information on the DEG internet site. This information is subject to the bylaws, policies, and procedures of the DEG and AAPG and should be submitted to the DEG Web Site Committee for their review and approval as described under 3. DEG Public Statements - *DEG Procedures for Web Site Publication*. If the information conforms with said

bylaws, policies, and procedures, the material is then forwarded to the DEG Web site Committee for posting.

## B. EXPENDITURES

No committee has the ability to spend DEG funds. All funding requests must be part of a recommendations to the DEG Executive Committee (per II section D, this document) and submitted to the DEG President for DEG Executive Committee approval.

## C. COMMITTEE SIZE

A committee should be able to accommodate members interested in contributing to the committee's goals and projects. It can be allowed to expand for the creation of subcommittees. If a subcommittee becomes of sufficient importance in the view of the committee chair, it may be recommended to the DEG Executive Committee through the DEG President that it be formed as a new standing committee. Committee chairs should review their committee membership on a annual basis to determine member interest in serving the committee, then recommending to the DEG Executive Committee any adjustments necessary to committee size. Note, per Article VIII, Section 2., paragraph b., the DEG Executive Committee determines the number of members for each committee, with the exception of the Nominating Committee.

## D. MEMBER TERMS AND TURNOVER

(Refer to Article VIII, Section 2 of the DEG Bylaws)

## E. INITIATING A NEW COMMITTEE:

Proposals for new standing committees (and *ad-hoc* committee's) must be submitted for approval to the DEG Executive Committee through the DEG President. New committee applications must contain a complete description of the committee's mission, governance, initial committee membership, and a implementation plan specific to the stated goals. Ad-Hoc committees are defined with initiation language in Article VIII, Section 3 of the DEG Bylaws.

## F. TERMINATING A COMMITTEE:

Committees should continually be evaluated. The DEG Executive Committee can terminate standing committees. Ad-Hoc Committees are defined with termination language in Article VIII, Section 3 of the DEG Bylaws.

## G. ANNUAL REPORT:

The committee chair is responsible for submitting an annual report of committee activity and accomplishments to the DEG Executive Committee by July 1st of each year. Per (Article VIII, Section 1, paragraph a.) the DEG Bylaws, said report is required to include the committee's mission statement or objectives (charge), the name(s) of the chair ( and co-chair), the name of the vice-chair, and the name of each committee member. Said report will be published either in written form or optionally on the DEG Web site.

## H. CONTACTS:

The DEG headquarters staff publish a DEG Directory on a annual basis. Committee chair should request a current copy to be forwarded from the headquarters staff when they are appointed and confirmed chair.

## **9. Endorsements**

[The above requirements and suggestions for DEG committee chair are either DEG Bylaws as referenced or adopted as DEG policy and procedures in accordance with DEG and/or AAPG Bylaws, effective by vote of the DEG Executive Committee on: \_\_\_\_\_, 19\_\_\_\_.]