AATCC INTEREST GROUP JOB DESCRIPTIONS

All AATCC Interest Group officers are to be senior members of the Association. In the AATCC Constitution: Article III Membership, Section III: Right to Vote, it states: —Senior Members only shall have the right to vote, hold office and make motions in the Association.

In the AATCC Bylaws, Article XI, Interest Groups, Section 5: Representation, it states — Each Interest Group shall be represented on the Board of Directors of the Association by the Chair and one At-Large Representative, elected for a two-year term by the Group to take office on the next January 1st, following his or her election.

Term of office for all interest group officers is two years. An individual may not serve more than two consecutive terms as Chair or At-Large Member of any interest group.

If a representative of an Interest Group is unable to attend a Board of Directors’ meeting, the Chair of that Group may appoint a Senior Member of the Group to represent it in that meeting; but in no case shall the appointment apply to more than one meeting, and no individual may cast more than one vote on any motion or issue in a Board of Directors meeting. (Bylaws, Article XI, Section 5: Substitute Interest Group Board Members).

(Constitution and Bylaws can be found on the AATCC website under ABOUT; scroll down to AATCC Governance)

CHAIR

DUTIES AND RESPONSIBILITIES

In accordance with Article IV Section 5 of the Bylaws, each Interest Group Chair is an ex officio member of the Membership Committee. The Interest Group Chairs are also ex officio members of the Executive Committee on Research, Technical Committee on Research, Committee on Conferences, Publications Committee (non-voting), and Education Advisory Board.

The role of the INTEREST GROUP Chair is to manage the operation of the INTEREST GROUP. This involves planning, organizing, staffing, directing, and controlling the INTEREST GROUP’s activities.

Specific duties of the INTEREST GROUP Chair include:

• Being familiar with the Association’s Constitution and Bylaws
• Presiding at all meetings of the interest group
• Coordinating the officers into a team, keeping all well informed of current and anticipated issues or events
• Submitting an itemized annual budget request to the Board of Directors at the annual budget meeting, if there is a project to fund.
• Presiding over the election of officers at the INTEREST GROUP committee meeting in the Fall, in order to have the officers confirmed at the Fall meeting of the AATCC Board of Directors.
• Appointment of sub-committees or task groups
• Requesting reports from INTEREST GROUP subcommittees or task groups, if applicable
• Notifying the Vice-chair of the need to assume responsibilities of the Chair in the event of absence or inability to perform his/her duties
• Appointing and assigning as many active members as possible to committees or other jobs, including
  - Technical program
  - Publicity
  - Nominating
  - Membership

Appointments

The IG Chair is responsible for appointing all subcommittees or task groups when needed, as specified by the Association’s bylaws.

Qualifications

Committee chairs should have the following qualifications:
• Senior membership in the Association
• Commitment to the goals of the IG and the Association
• Understanding of, and willingness to assume, the duties of the position

Recruiting Guidelines

• Be positive when offering a volunteer job to a member. Be prepared to describe the job and the time required, and to promote the rewards.
• Recruit new members and younger members to committee, as well as long-time members who have demonstrated leadership skills and interest.
• Develop broad-based skills among INTEREST GROUP members by rotating jobs.

CONDUCT OF MEETINGS

INTEREST GROUP Meetings

The INTEREST GROUP Chair presides at all regular and special meetings of the Interest Group
Suggested Agenda

Every meeting should follow a planned agenda. The INTEREST GROUP Chair, with the Secretary, prepares the agenda. The following is a sample outline for an agenda:

- **Call to order** – this simple step formally opens the meeting and makes members aware that their discussion and decisions will become a part of the formal record.
- **Approval of previous minutes** – the minutes are the official record of the members’ interactions. Accuracy is very important, and approval is mandatory. This is the appropriate time for members to offer amendments, changes, or corrections. Ideally, the minutes are circulated prior to the meeting for careful review. Once a set of minutes has been approved, it should not be changed.
- **Committee reports** – INTEREST GROUP committee Chairs should be surveyed. If there is “no report,” a note to that effect should be made in the minutes.
- **Unfinished business** – these are agenda items that have been tabled previously or are continuing. A review of previous minutes should provide a list of these agenda items.
- **New business** – these are topics that are to be discussed for the first time at the current meeting.
- **Date, time, and place of next meeting** – to be announced and recorded in the minutes.
- **Adjournment** – this closes the formal part of the meeting. Any discussion, decisions, or agreements that may occur afterwards are not part of the formal record.

**Business Meetings**

- Allow one speaker at a time. A particularly lively group may need a firm reminder.
- Make sure each member has a turn to contribute. This may involve a polite but firm stifling of a member who seems to be dominating the discussion.
- Carry out most of the business in executive meetings and make announcements at general meetings. When an action is decided upon, make sure the record names the individual who is responsible for carrying it out.
- Keep them short and meet regularly. Use parliamentary procedures.
- Plan meetings requiring a mix of Interest Group business and speakers or panel discussions carefully, so that speakers and panelists have adequate time to present their topics.

Forms are available from the Technical Center for the Interest Group Chair, including:

- A roster of the Board of Directors for the Association. Can also be found online at [http://www.aatcc.org/aatcc-board-of-directors/](http://www.aatcc.org/aatcc-board-of-directors/)
- Lists of current and lapsed INTEREST GROUP Members can be emailed from Membership Services, when requested. Contact Membership Services to ask for an updated list.
- A catalog of publications and quality control aids can be found online at [http://www.aatcc.org/pro/](http://www.aatcc.org/pro/)
- Literature about educational programs, workshops, and symposia is on the AATCC website at [http://www.aatcc.org/evnt/](http://www.aatcc.org/evnt/)
FINISHING THE YEAR—THE ANNUAL MEETING

The agenda is the Interest Group Chair’s responsibility and should always include:

- *Chair’s annual report*—summarizes the year just completed
- *Minutes of the last annual meeting*—remind the members about the Interest Group’s status at the same time the previous year and about any decisions and recommendations that were made at the time
- *Introduction of incoming officers*—ensures that everyone knows who their executive leaders will be for the coming year
- *Other reports*—for example: corporate and individual membership, Future Leaders Award, etc.

Transfer of responsibilities and information

- Ideally, the Interest Group will have a formal, structured transitional meeting where each officer transfers all material to his/her successor and explains the duties and methods used to implement them
- If the transition is informal and unstructured, it is important that you meet with your successor to transfer all documentation and to brief him/her on the routines and duties that he/she will be expected to carry out
- No matter how successful a year your program produced, the full benefit cannot be realized unless your successor carries on your work. Good communication is a key factor in your success
- Be sure that only pertinent documentation is transferred. Discard all obsolete papers and materials

FORMAL INSTALLATION OF NEW OFFICERS

By formally installing new officers, the objectives and dignity of the Association are preserved. The extent of formality depends upon the viewpoint of the Interest Group members and on the size of the Interest Group. The installation should be designed to enhance the honor of holding office in the Interest Group. Here are some suggestions:

- The outgoing Chair makes a brief speech outlining the major duties of the Chair, and his/her particular goals for the past year. He/she wishes the incoming Chair and officers success for the coming year
- Each outgoing officer explains the major duties of his/her office and extends best wishes to his/her successor
- A past officer thanks and congratulates the outgoing officers
Keep the ceremony brief, dignified and to the point. No matter what form is used, be sure that someone is appointed to thank the outgoing officers and wish success to the incoming group. It is appropriate to present some memento or a certificate of appreciation at this time.
INTEREST GROUP VICE-CHAIR

DUTIES AND RESPONSIBILITIES

The INTEREST GROUP Vice-chair shall:

- Assume the duties of the Chair when he/she is absent or unable to perform them
- Responsible for coordinating speakers for future meetings.

PROGRAM FUNCTION

The objectives of AATCC are three-fold:
- To increase knowledge of the application of colorants, chemicals, and polymers in the textile industry.
- To encourage in any practical way research work on textile design and coloration, chemical processes, and materials of importance to the textile industry.
- To establish for the members channels by which the interchange of professional knowledge among them may be increased.

The programs presented in your Interest Group are an ideal vehicle for achieving these objectives. Good programming is the key to a dynamic, growing Interest Group. It is the members’ primary reason for attendance. When members attend Interest Group functions, they can exchange ideas and take advantage of AATCC educational and networking opportunities.

DUTIES AND RESPONSIBILITIES

The Interest Group Vice Chair is responsible for planning stimulating and interesting speakers for the spring and fall committee meetings. The following guidelines have been developed as an aid to fulfilling this responsibility.

Responsibilities

- Arranging for speakers: invitations, confirmation, accommodations, transportation, and hosting
- Getting Interest Group officers’ approval for the speaker, and ensuring that the Chair includes the speaker on the agenda
- Providing information about speaker as far in advance as possible to the Association's Technical Assistant, so she can be sure it is printed in the Committee Meeting schedule and posted on the website.
- Serving as liaison with AATCC prior to each meeting:
  - Providing timely information regarding speaker
  - Providing biographical information about speaker
➢ If program can be recorded, eliciting signed permission forms from the speaker and give to AATCC Publications staff

- Reporting the meeting to the Association's Publications Director, including any information about speakers and any photos and/or video from the event for publication in the Association's media channels so that information about the meeting can be shared with other Association members.

RECRUITING A COMMITTEE

As vice-chair, you can work on your own to research speakers or you can recruit support. The committee can be as small as two people – chair and assistant – or it can be larger with specific duties assigned to each committee member. Find out what the present arrangement is and then use what works best for your Interest Group.

It is important to involve others. It prevents the Chair from having to do all the work, provides backup in case the Chair is unavailable and provides continuity for program planning.

PLANNING PROGRAMS

Early planning is essential. Your program plan should include information about the type of meeting, topic, speaker or panel member information, dates, times and locations.

Identify the topics of greatest interest and the type of meetings likely to draw the largest attendance.

Fields of Interest form

Distribute “fields of interest” forms at meetings where the highest attendance is expected. Collect them at the meeting at which they are distributed (see sample in Appendix).

Universities and corporations

Check with the public relations office or speakers’ bureau of major universities and corporations about available speakers.

Meeting attendees

Talk with people at each Interest Group meeting about possible meeting topics for the future.

Company contacts

Approach Interest Group members’ companies to identify speakers.
INTEREST GROUP SECRETARY

DUTIES AND RESPONSIBILITIES

The Secretary keeps track of the business of the Interest Group and functions primarily as a record-keeper and correspondent.

The Secretary shall:

• Be custodian of the records of the INTEREST GROUP
• Keep minutes of all meetings
• Keep minutes of all INTEREST GROUP sub-committees or task group meetings
• If applicable, send reports (including available photos) of INTEREST GROUP meetings to the Executive Vice President and Publications Director
• Distribute proper notices of interest group meetings to all members of the interest group.
• Include a notice of election of officers in the fall committee meeting agenda to prepare INTEREST GROUP for elections.
• Request that outgoing officers transfer all books, papers, records, and other properties in their possession or under their control to their successors without delay
• Send a list of newly-elected officers to the Executive Vice President and Publications as soon as possible
• Keep a record for the archives committee
• Assist the INTEREST GROUP Chair and committee officers in other duties as necessary, and

In some Interest Groups, the Secretary functions as parliamentarian.

AGENDAS

The Secretary reviews minutes of previous meetings for incomplete items and works with the Interest Group Chair in preparing an agenda for each executive committee meeting. The Secretary then distributes the agenda and meeting notice to each committee member in advance. Every meeting should follow a planned agenda.

MINUTES

The minutes are the official record of the meeting, and it is important that they are accurate. They show all business transacted and will be referred to in the future for information about previous decisions and policy.
Attendees, Time, Place

Minutes include the date, time, and place of the meeting as well as the names of all members and guests present. The minutes should indicate the time the meeting adjourned.

Format

Minutes follow the agenda precisely. They include corrections to the previous minutes. Actions which have taken place since the last meeting should be ratified by the membership and recorded in the minutes. Communications received, the treasurer’s report, other officers’ reports, and announcements should be attached to the minutes.

Motions

When business is discussed, several key items should be included in the minutes. These include the wording of each motion, the name of the maker and seconder of the motion, and the outcome.

EXAMPLE:

*John Doe proposed, and Richard Smith seconded, a motion that the Interest Group reimburse Mary May for her expenses in arranging Vendor’s Night. The motion carried.*

Motions should be precise and name the person or group responsible for the action.

EXAMPLES:

*Vendor’s Night will be September 21, 1999, at the Registry Hotel, at 6:30 p.m. Sam Smith is acting as chair of the event.*

The minutes should be concise. Discussion involving the motion need not be included in the minutes. Minutes record all appointments to committees and the length of the terms.

RECORDS OF PROGRAMS AND ATTENDANCE

The Secretary should make sure an attendance sheet is circulated at each program. A record of the date, time, and topic of the meeting and the name(s) of the speaker(s) can be valuable data for future Program Chairs as a guide for topics that drew high attendance. These records also provide the basis for the Interest Group’s annual report.

CORRESPONDENCE

The Secretary is normally the recipient of the Interest Group’s mail. If the correspondence requires answers from a specific officer, the Secretary’s role is one of distributor. If correspondence requires the attention of the INTEREST GROUP officers as a whole, the Secretary prepares and sends the response. A file of all correspondence and replies should be maintained.
A template of official AATCC letterhead is available from the Membership Services Director at the Technical Center. Request this letterhead if you will be sending out official AATCC hardcopy correspondence from the Interest Group.

**LEGAL DOCUMENTS**

If applicable, the Secretary should have key documents in safekeeping. The Secretary should keep copies of any contracts to which the INTEREST GROUP is a party. Copies of these documents should also be sent to the Executive Vice-president.

**PARLIAMENTARIAN**

Those secretaries who are designated Parliamentarian are responsible for being thoroughly familiar with the Interest Group and the Association’s Constitution and Bylaws so they can provide guidance in interpretation.

**COMMUNICATION WITH THE AATCC TECHNICAL CENTER**

The Secretary receives communications from the Technical Center. This information should be passed along to other officers or added to the agendas of the INTEREST GROUP committee meetings. The Secretary can further assist with these communications by sending replies if they are requested and by briefing members at regular meetings and in INTEREST GROUP communications.

When new officers are elected, the Secretary must submit the names of the newly-elected officers to the Membership Services Director (http://www.aatcc.org/mem/resources/contact/). Prompt attention to this duty is vitally important to Association communications.

Other kinds of information that should be transmitted to the Technical Center include changes in officers that occur during the year, email contact updates, and any changes in meeting dates or locations. Information on the Interest Group’s plans for special conferences, exhibits, symposia, etc., should be included, so that it can be publicized in *AATCC Review* (magazine), *AATCC News* (electronic newsletter), and on the AATCC website and social media.

**MEMBERSHIP RECORDS**

The Secretary may request an updated INTEREST GROUP roster at any time during the year by contacting the Membership Services Department.
It is essential that the Secretary notify the Membership Services Department whenever he/she learns of an address change, resignation, retirement, death, or transfer, and that he/she keeps the INTEREST GROUP mailing list current and in accord with Association records.
AT-LARGE MEMBER

The Interest Group At-Large Member, along with the Interest Group Chair, represents the Interest Group on the Board of Directors (see Constitution, Article V; Bylaws Articles III, Section 1, and Article XI, Section 5). Every Board member is expected to attend all meetings of the Board, as well as special meetings that may be called from time to time by the President.

The At-Large Member is elected by his/her respective Interest Group and confirmed by the Board of Directors (Article XI, Section 3).

Term of office is for two years. An individual may not serve more than two consecutive terms as chair or At-Large Member of any interest group.

The At-Large Member should attend all meetings of his/her respective interest group, so he/she can inform the Board of Directors of any issues.

The At-Large Member serves as the Membership Ambassador for each Interest Group and encourages new members to join the Interest Group and attend Interest Group meetings and AATCC events. The At-Large Member welcomes new members to the Association and mentors them in all things AATCC.

The At-Large Member is responsible for the selection process for the AATCC Future Leaders Award (AFLA). Nominations will be received from January 1 through March 31 and will be forwarded to the respective Interest Group At-Large Member. The At-Large Member will ask for a subcommittee of at least three (3) volunteers to review all applications submitted for the Future Leader Award and recommend a maximum of two applicants to the Interest Group, and then the Board of Directors for approval.

AATCC staff will send out the recognition letter to the selected AFLA awardees and will copy the Interest Group chair and At-Large members on the letters.

The At-Large Member should attend all meetings of his/her respective interest group so that he/she can inform the Board of Directors of any issues.