

The ECMSM Steering Committee Status

A Purpose

The Steering Committee (SC) is responsible for the general oversight of and setting policy for the Conference

The SC is normally responsible for making the major strategic decisions, namely, the appointment of the general chair and program chair, selection of dates and locations, and major theme. In addition, the SC may review and approve the budget before it is sent to the sponsor.

To oversee the long-term planning and success of the conference, a SC plans for future conferences, evaluates how well each conference has achieved the objective stated above, and implements improvements to better meet these objectives.

More specifically the SC should:

1. Plan future ECMSM meetings,
2. Obtain feedback about ECMSM for the purpose of improving the conference,
3. Select the General and Program Chairs of upcoming ECMSM meetings,
4. Confirm/Select the sites and dates for future ECMSM meetings,
5. Assist in the appointment of other positions in the Program Committee.

The SC also approves the budget, ECMEM arrangements, advertising, Program Committee membership, the Call, and Preliminary Program, as well as other key conference decisions. The SC Chair provides advice on what has been done before, what has worked and what hasn't. The SC may suggest names for keynote speakers, committee members, etc.

B Composition of the Steering Committee

At the initial phase the Steering Committee (SC) is composed of an active person from previous ECMS/ECMSM events.

General Chairs and Program Chairs of the currently organized ECMS become SC Members automatically.

SC members can give up their position – the decision have to be sent to SC Chair; the outgoing SC member, just as other SC members, is allowed to nominate substituting person. Substituting person will be selected by the SC as a standard decision.

There is no limit on the number of SC members, the sum must be even.

The SC term is not limited.

C Steering Committee Chair

The SC Chair has responsibility for providing continuity for the conference. This involves recruiting new SC candidates, mentoring the Program Chair and General Chair, managing the Steering Committee. The term of office for the SC Chair is 5 years. In the year before the Chair's term is to expire, the SC has to elect a new Chair, for next five-year term. The next SC Chair is nominated and elected by the SC membership, using a democratic process, so as to provide overlap with the last year of the current SC Chair's tenure. This also allows planning for the next conference to start in a timely manner. The current SC Chair initiates this process, and checks on whether the candidates are able to put in the time and effort required. Although the next SC Chair is normally selected from the SC membership, this is not required.

Mentoring duties: The SC Chair together with past General and Program chairs typically provides previous conference information and sponsorship information to the General and Program Chairs of upcoming event.

D Steering Committee Meetings

This committee typically meets in conjunction with the ECMSM conference, and uses email correspondence otherwise. The meeting expenses should be included in the budget section of the Technical Meeting Request Form. If necessary, interim meetings can be called by the SC Chair or by a majority of the members.

SC members are expected to attend the SC meeting at each ECMSM. Members who miss two consecutive meetings at ECMSM without giving sufficient cause are considered withdrawn from the Committee, subject to review by the Steering Committee.

Minutes are kept by a member of the Steering Committee designated by the Chair. The Chair will maintain minutes of the past Steering Committee meetings.

E Taking a decisions

During meetings of the Steering Committee, each member shall have one vote.

A quorum for face-to-face meetings, video-meetings and for email or phone meetings will be a majority (greater than 50%) of the number of franchised members of the Steering Committee.

Steering Committee members will be informed sufficiently in advance of any known motions to be voted on during a forthcoming meeting. The chair has the deciding vote in cases of tied votes.