

# **ACES: The Society for Editing Committees Policy**

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# INTRODUCTION

This policy manual is designed to help committee leaders successfully serve ACES by providing a framework of committee policies and procedures. Committees and leaders play an integral role in the successful functioning of ACES. It is through committees that much of the work of the organization takes place—from outreach to members to planning educational events to professional development and much more. The board establishes and oversees committees, but it depends on committee leadership and members to brainstorm opportunities and complete vital tasks that help make ACES impactful and valuable for its members.

Integration and a good working relationship between the board and ACES committee leadership are important, and here are some keyways this is accomplished:

1. Committees submit their leadership (chair, co-chairs, vice chair, or other), budgetary requests, and goal recommendations to the board for approval.
2. Board members are assigned as board liaisons to provide committee support and to identify and share opportunities for ACES committee overlap and/or collaboration. Board liaisons are the committee's link to the board and to the ACES policies.
3. Staff attend committee meetings and provide support.

This manual covers general policies for committees, subcommittees, advisory committees and groups, ad hoc committees, and task forces and will be updated regularly to ensure that it is a living and current resource for committee volunteers. Policies specific to individual committees are detailed in the appendices of this manual. Any questions about or recommendations for this manual should be directed to the ACES Executive Director.

All current ACES committees, task forces, and advisory committees are to be listed on the ACES website at [www.aceseditors.org](http://www.aceseditors.org).

ACES policies can be written and amended by the Board of Directors with a vote when changes to the policy are impactful to the intended outcome. An ACES task force may be created, when necessary, by staff and/or board with the approval of the President.

## **GENERAL COMMITTEE POLICIES**

### **Section 1. Committee Formation and Leadership**

1. The board and/or Executive Director may create standing committees, advisory groups, or task forces as deemed necessary and will establish the purpose, goals, and procedures for these newly created committees.
2. Committee chairs will be appointed by the President, President-Elect, and Executive Director based on recommendations from the committee or the board.
3. When a committee leader resigns or is otherwise ineligible to serve, new leaders shall be put in place in such a manner as to provide continuity of the committee's work.
4. The board has the discretion to remove or replace committee leadership and committee members if deemed appropriate.
5. All committee members will be ACES members in good standing. A current board member will be appointed to serve as board liaison by the ACES President and President-Elect. The board member(s) may chair (or may co-chair) the committee. A committee term is two years, and committee leadership may allow consecutive terms. ACES will solicit possible candidates from the board and the membership. New committee members may be invited by the board or appointed by current committee leaders.

### **Section 2. Committee Membership**

1. Membership of the standing committees shall be open to all ACES members.
2. Membership of the standing committees shall be by appointment by the committee leaders. Committee leaders may set reasonable limits on the number of members on their committees. They should strive to put together teams of complementary skills and should plan to cycle in new volunteers.

3. Each committee will establish performance requirements so that members will understand their responsibilities to maintain committee membership.
4. Staff will provide the following support to committee leaders seeking new or additional committee members:
  - a. Staff can provide the names of those ACES members indicating interest in the committee on their annual renewal form.
  - b. Staff can post committee new member requests, including committee membership requirements and duties, on the ACES website and via all ACES communication channels.

### **Section 3. Committee Functions, Responsibilities, Procedures, and Limitations**

1. Committee leaders will ensure that committee actions, policies, and practices are consistent with existing bylaws as well as policies and guidelines established by the Board of Directors.
2. Standing committees shall regularly provide committee updates as requested by the Board.
3. Committees must obtain prior approval from the board with respect to the following:
  - a. Public statements of any kind, oral or written, that purport to officially represent the association.
  - b. The publication of any *external* documents on behalf of ACES.
  - c. Entering into contracts.
  - d. The use of any derivative of the name “ACES: The Society for Editing” or logo of the association that is *not* made available by ACES to committees or members.
  - e. Surveys of any kind that go to the public or to members.
4. Requests for board approval should be provided through the board liaison at least one week before action is required and/or presented to the board via board communication channels.

5. Committee leaders are responsible for effectively communicating to their committee members the goals, committee activities, association information,
6. Committee leaders desiring to resign their leadership role will inform their co-leaders and the board, providing suitable time to identify a replacement and to allow for some overlap in the leadership transition.

#### **Section 4. Fiduciary Matters**

1. If the committee finds that expenditures are necessary, standing committee leaders must submit an annual committee budget request form to the Executive Director and board Treasurer. This form must include a recommendation for their committee's expenditures for the following fiscal year and is to be submitted by the annual deadline.
2. Committee leaders are responsible for any direct costs associated with their committee activities, monitoring their committee budget, and submitting invoices for reimbursement.
3. To obtain reimbursement or payment for appropriate expenses authorized in the committee budget, a timely statement accompanied by valid receipts must be submitted to the Executive Director, who will process the payment.
4. Committee leaders will ensure that no expenses are incurred on behalf of the association except as authorized.
5. Unused ACES committee budget allotments cannot be carried over into the next budget fiscal year.

#### **Section 5. ACES Responsibility to Committees**

1. Each committee will annually be assigned a board liaison to optimize organizational efficiency and communication. The board liaison will provide committee support and guidance when needed and will serve as a link to the board and other related ACES initiatives or activities.
2. The board can best support committees when it receives regular, clear updates regarding committee activities and anticipated needs. Committee chairs should work with the board liaison regularly to ensure committee needs are being met.

3. Each committee will be assigned a staff liaison who will help coordinate meetings, take minutes, and assist committee leaders.
4. The board will review the committee leadership recommendations and will consider the committee's goals when updating the ACES Strategic Plan.
5. The Executive Director and Treasurer will take the committee's annual budget requests into consideration when planning the annual ACES budget.

### **Section 6. Committee Chair Meetings**

1. Committee chairs will meet periodically as a group via teleconference, online, or in person with the Executive Director, President, President-Elect, or a designated officer.
2. A committee chair may contact the President and Executive Director to request an interim meeting of committee chairs when there is a significant, urgent matter to be discussed.

~ END OF GENERAL COMMITTEE POLICIES ~

## **COMMITTEES**

Training committee:

- Subcommittees:
  - Online Training subcommittee

- o In-Person Training subcommittee

Communications and Publications committee

Membership committee

Diversity, Equity, and Inclusion Advisory committee

Advocacy Advisory Committee

Awards Committee

Recruitment and Development Committee

**Task forces:**

Keynote Speaker Selection task force

Conference Session Selection task force

**Committee**

**Descriptions Training**

**committee:**

The Training committee promotes the continuing education and professional development of ACES members. The committee focuses on outreach that supports opportunities to engage members with a diverse set of professional groups for both technical and personal growth within the industry.

The following subcommittees shall fall under the Training committee, unless otherwise noted:

**Online Training subcommittee**

The Online Training subcommittee promotes the online continuing education and professional development of ACES' members within all ACES online platforms including, but not limited to, the ACES Academy webcast library, Poynter partnered programs, and any other partnership or platform approved by ACES. The subcommittee works in partnership with the Events and Professional Development Manager and operates in accordance with all ACES policies.



**Objectives:**

-Augment the breadth and depth of topics offered on ACES Academy monthly webcasts.

-Design an organizational system to categorize the current ACES Academy webcast library contents and improve searchability.

-Review all potential ACES Academy webcast submissions and recommend submissions for acceptance.

-Review the current LMS system experience for online learners and recommend prioritized improvements for ACES to consider when contracting with a new LMS provider.

-Submit suggested copy for the launch of any new ACES online learning initiative.

-Complete outreach to identify and approach new presenters for the various online learning platforms except for conferences.

**Roles:** Subcommittee chair will lead the group, will ultimately be responsible for the group's adherence to timelines and objectives, and will update the Events and Professional Development Manager throughout the process in a timely manner.

Members will work with the subcommittee chair and will meet as needed according to the objective and timeline at hand. All members will keep all committee activities confidential and serve a two-year term.

**Responsibilities:** Members will adhere to the ACES committee bylaws and remain in good standing for the duration of their term. Members will assist with the subcommittee's goals and objectives.

### **In-Person Training subcommittee**

The In-Person Training subcommittee promotes the in-person continuing education and professional development of ACES' members including, but not limited to, ACES boot camps, cohort training, pre-conference sessions, and any other in-person training opportunity that may arise within ACES or with an approved partner of ACES. The subcommittee works in partnership with the Events and Professional Development Manager and operates in accordance with all ACES policies.

#### **Objectives:**

-Design a sustainable boot camp model and help with rollout to ACES membership base.

-Recruit talent to host workshops for boot camps that will serve various levels of editing skills and offer relevant and key topics of interest to ACES membership base.

- Review all potential ACES boot camp session submissions and recommend submissions for acceptance.

-Submit suggested copy for initial introduction of boot camps to ACES membership base to be used by ACES staff in marketing efforts.

-Review copy for each boot camp release to maximize impact of the marketing message.

-Design surveys to be administered to boot camp attendees and evaluate responses, recommending any revisions or actions to be taken.

**Roles:** Subcommittee chair will lead the group, will ultimately be responsible for the group's adherence to timelines and objectives, and will update the Events and Professional Development Manager throughout the process in a timely manner.

Members will work with the subcommittee chair and will meet as needed according to the objective and timeline at hand. All members will keep all committee activities confidential and serve a two-year term.

**Responsibilities:** Members will adhere to ACES committee bylaws and remain in good standing for the duration of their term.

## **Task forces appointed under umbrella of Training Committee**

### **Conference Session Selection task force**

The Conference Session Selection task force promotes quality and breadth of educational topics offered at each ACES annual conference, both in person and virtual. The task force will be formed with three to four members appointed by the Training committee chair and Executive Director and will work in partnership and under the direction of the Events and Professional Development Manager.

#### **Objectives:**

-Convene as soon as the call for sessions is complete and information is available to begin the evaluation process.

-Evaluate all educational submissions to recommend which should receive an offer to speak and which would be appropriate to pass along to the Online Training subcommittee for monthly webcast consideration. Recommendations will be based on a balance of topics and levels to construct an enriching, valuable, and top-quality educational experience for conference attendees.

**Roles:** The task force will be responsible for adherence to timelines and objectives and respond to the Events and Professional Development Manager throughout the process in a timely manner.

Task force members will be appointed for each conference and disband once conference session selection is finalized. Members will keep all discussions and activity confidential.

**Responsibilities:** Members will adhere to the ACES committee bylaws and remain in good standing for the duration of their term.

Members will commit to the intense and tight timelines associated with session selection and complete their process on time so the next steps may be taken without delay. Members will work closely with the Events and Professional Development Manager and Executive Director. Members will inform them of their progress and participate in any required discussions during the process. All members agree to work within the requested software platform and keep the data protected.

### **Keynote Speaker Selection task force**

The Keynote Speaker Selection task force promotes quality and relevant keynote presentations for both ACES annual in-person and virtual conferences. The task force will be formed with three to four members appointed by the Training committee chair and President and work in partnership and under the direction of the Events and Professional Development Manager and Executive Director.

#### **Objectives:**

-Convene as soon as the conference dates are announced.

-Consider, perform outreach and recruit keynote speakers.

-Evaluate all keynote speaker submissions and recommend which should receive an offer from the Events and Professional Development Manager, including the stipend and any expenses to be included that align within the approved conference budget.

**Roles:** The task force will be responsible for adherence to timelines and objectives and respond to the Events and Professional Development Manager throughout the process in a timely manner.

Task force members will be appointed for each conference and disband once conference keynote speaker selection is finalized, and contract signed. Members will keep all discussions and activity confidential.

**Responsibilities:** Members will adhere to the ACES committee bylaws and remain in good standing for the duration of their term.

Members will commit to the intense and tight timelines associated with keynote speaker selection and complete their process on time so the next steps may be taken without delay. Members will work closely with the Events and Professional Development Manager. Members will inform them of their progress and participate in any required discussions during the process. All members agree to work within the requested software platform and keep the data protected.

### **Membership committee**

The Membership committee cooperates with the ACES Executive Director, staff, and the board to provide advice and counsel on matters of membership recruitment and retention.

#### **Objectives:**

- Identify the needs of members and recommend the development of services to meet those needs.
- Recommend means for increasing ACES membership base and retaining membership.
- Keep membership informed of relevant, helpful, and pertinent information.
- Recommend to the ACES Executive Director, board, other ACES committees, and related associations ways in which to make prospective and current members aware of the resources, services, and membership benefits of ACES.
- Conduct welcoming activities throughout the year.
- Assess membership benefits and value of membership annually.
- Annually review membership dues in alignment with the budget.
- Identify nonmember needs and perceptions.
  
- Gather information on and analyze nonmembers' needs and perceptions of ACES recommending ways in which to meet these needs to attract nonmembers to join ACES.

#### **Roles:**

The Membership chair will lead the group, will ultimately be responsible for the group's adherence to timelines and objectives, and will update the Executive

Director throughout the process in a timely manner. The chair of the Diversity and

Inclusion Advisory Committee and the chair of the Advocacy Advisory Committee will serve as members of the Membership committee.

### **Responsibilities:**

Members will adhere to the ACES committee bylaws and remain in good standing for the duration of their term. Members will assist with the committees' goals and objectives. All members agree to work within the requested software platform and keep the data protected.

### **Communications and Publications committee**

The Communications and Publications committees goals are to increase member engagement across all communications platforms, identify relevant content for members, and help drive communication strategy.

### **Objectives:**

- Social planning
  - Twitter chats: work with the staff to identify relevant topics and guests.
  - Help staff identify content outside ACES to share.
- Tracking Changes/website blog
  - Identify article topics and writers for both Tracking Changes and the website blog.
    - Ensure that ACES is promoting diversity, inclusion, and advocacy through published content.
  - Tracking Changes: help develop issue themes.
- Strategy
  - Review website content to ensure it meets member needs.
  - Help ensure consistency and adhere to ACES' branding across all communication platforms.
- Overall, keep a pulse on industry knowledge and trends that could be shared with members.

- And keep ACES' mission statement in mind when considering communications and content strategy.

### **Roles:**

The Communications and Publications chair will lead the group and ultimately be responsible for the group's adherence to timelines and objectives, and inform the staff throughout the process in a timely manner.

### **Responsibilities:**

Members will adhere to the ACES committee bylaws and remain in good standing for the duration of their term.

## **Diversity, Equity, and Inclusion Advisory Committee**

The Diversity, Equity, and Inclusion (DEI) advisory committee's functions are to advise ACES leadership on DEI matters in association strategy and programming and to serve as the voice of the ACES membership in DEI matters. Members will adhere to the ACES Committee bylaws and remain in good standing for the duration of their term.

### **Objectives:**

- Provide guidance to ensure that ACES offers education, resources, and programs that integrate considerations of relevant cultural needs, preferences, and issues.
- Communicate current information about diversity, equity, and inclusion from a wide range of perspectives and viewpoints to leadership to inform conversations among the board and the membership.
- Advise the board on an ongoing strategy for addressing diversity, equity, and inclusion for the membership and the editing industry.

## **Advocacy Advisory Committee**

The Advocacy advisory committee advises ACES leadership and other committees on how to support editors and the field of editing. Members will adhere to the ACES committee bylaws and remain in good standing for the duration of their term.



### **Objectives:**

- Provide guidance and thought leadership to tout and support editors and the editing industry via ACES communication channels and possibly other means to ACES members and beyond, such as to businesses that could benefit from editing.
- Communicate current research, information, thought leadership, and news on editing to ACES leadership and any other committees where it can be useful.
- Advise on how such information can and should be shared with members.
- Provide support and guidance on research ACES can undertake to support editors and the field of editing, and how to communicate results from that research to ACES members and beyond.

### **Awards Committee:**

The Awards Committee will oversee and evaluate ACES' awards and contests – which now include the Robinson Prize, the Headline Contest, and the Glamann Award – to best honor the ACES membership and the editing community within ACES' capabilities.

### **Objectives:**

- Review the objectives, criteria and, where applicable, categories of each contest to best honor editors while also keeping each contest's workload realistic and efficient.
- Aim to enhance the diversity, inclusivity, and representation of the ACES membership within the contests.
- Establish and/or evaluate the judging processes, including selecting judges or selecting leaders of judges in each contest.
  - As the Glamann Award is decided by the ACES board of directors, assist the board with the selection criteria and process as needed.
- With staff, help establish the nomination and award timelines.
- Periodically review and evaluate ACES' contests and awards to determine if they should be updated in whole or part, or eliminated, or if new ones should be established.

## **Recruitment and Development Committee:**

The Recruitment and Development Committee is to act as a nominations committee. This committee will focus on identifying, recruiting, and developing qualified individuals to serve in leadership positions within ACES, ensuring a diverse and well-qualified pool of candidates.

### **Objectives:**

- Serve as the primary body responsible for identifying suitable candidates for leadership positions within the professional editing association.
- Aim to enhance diversity, inclusivity, and representation among the ACES's leadership
- Support development by providing guidance and resources for candidates, including leadership development programs, workshops, or mentorship opportunities.
- Encourage leadership development within ACES to cultivate future candidates.

### **Roles:**

The committee shall be led by the Immediate Past President, who will lead the group and ultimately be responsible for the group's adherence to timelines and objectives, and will update the board.

### **Responsibilities:**

- Actively seek out potential candidates within the ACES membership and the wider editing community.
- Encourage self-nominations and solicit recommendations from members of ACES.
- Consider the desired qualifications, experience, and skills for each position.
- Review the qualifications, experience, and skills of potential candidates.
- The committee should conduct periodic reviews to assess the effectiveness of its processes and make necessary improvements to enhance the nomination and development procedures.
- The committee chair will be responsible for coordinating the committee's activities and maintaining effective communication between the committee and the board.
- The committee will maintain strict confidentiality regarding candidate discussions and evaluations.