



## IBPA Member Benefits Committee Charter

The Member Benefits Committee is a standing committee tasked with developing a portfolio of membership benefits that are attractive to independent publishers and self-published authors. The committee reports to IBPA's Member Benefits Liaison.

### AIMS & OBJECTIVES:

The objectives of the Member Benefits Committee are to:

1. review existing benefits.
2. recommend new or revised benefits.
3. recommend disbanding benefits.

All Member Benefit Committee recommendations must be approved by IBPA's Board of Directors.

### COMMITTEE MEMBERS:

The Member Benefits Committee includes a Chairperson, two Board Representatives, up to six Members-at-Large, and one staff liaison. All committee members must be IBPA members in good standing at least one year prior to start of term.

The Chairperson is a member in good standing on IBPA's Board of Directors and is appointed by IBPA's Board of Directors in consultation with IBPA's Chief Executive Officer. To assure familiarity with the goals of the committee, the Chairperson must have served at least one year on the Advocacy Committee prior to becoming Chairperson.

The two (2) Board Representatives are members in good standing on IBPA's Board of Directors and are appointed by the Chairperson in consultation with IBPA's Board of Directors.

The up to six (6) Members-at-Large are IBPA members in good standing for at least one year prior to start of committee term and are appointed by the Chairperson in consultation with IBPA's Chief Executive Officer via an annual application process. Members-at-Large are appointed for their proven experience and expertise and must represent the diversity of IBPA's membership. In addition, Members-at-Large must have taken part in at least one IBPA member benefit in the past year.

Those who have applied but are not selected to be a Member-at-Large are welcome to join a separate Member Benefits Jury, a group of at-large IBPA members tasked with vetting proposed

member benefits prior to each Member Benefits Committee meeting. See MEETING SCHEUDLE below.

The Staff Liaison is a current IBPA employee and is appointed by IBPA's Chief Executive Officer to assist the Member Benefits Committee in its work.

### **TERMS:**

Committee members serve renewable, one-year terms coinciding with IBPA's fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). All committee members, including the Chairperson, can serve no more than three consecutive terms. After at least one year hiatus, previous committee members can rejoin for renewable, one-year terms again not to exceed three consecutive terms.

### **RESPONSIBILITIES:**

#### **Members-at-Large and Board Representatives:**

1. Maintain current IBPA membership.
2. Attend all meetings; notify the Staff Liaison whenever there is a scheduling conflict.
3. Review all materials prior to each meeting; notify Staff Liaison of issues/questions.
4. Suggest and help evaluate potential issues of concern.
5. Accept and complete special assignments, as required.
6. Immediately inform the Staff Liaison and Chairperson if personal or professional circumstances change to the extent that they cause disruption in the ability to perform the above-listed responsibilities.

#### **Chairperson Responsibilities:**

1. Item numbers 1-6 as listed under *Members-at-Large and Board Representatives Responsibilities* above.
2. Serve as leader, facilitator, and team builder, as well as principal architect and integrator of committee work.
3. Encourage the expression and constructive discussion of diverse viewpoints. At every meeting, each committee member should feel that he or she has had a full opportunity to express opinions and otherwise contribute to the aims and objectives of the committee.
4. Select two Board Representatives for the committee in consultation IBPA's Board of Directors.
5. Select up to six Members-at-Large in consultation with IBPA's Chief Executive Officer.
6. Advise the Staff Liaison on the management of committee work.

#### **Staff Liaison Responsibilities:**

1. Provide thorough orientation for the Chairperson and assist the Chairperson in providing orientation for new and continuing committee members each year.
2. Work with the Chairperson to develop agendas that will conduct effective meetings.
3. Provide administrative support for planning and execution of all committee meetings.
4. Draft meeting minutes for review and approval by the Chairperson.

5. Work with the Chairperson, other committee members, and IBPA staff to ensure that committee work is carried forth between meetings.
6. Communicate committee activities, including requests for action and/or proposed policies to IBPA's Chief Executive Officer and/or Board of Directors.
7. Report to the committee on the decisions of IBPA's Board of Directors.
8. Propose issues that will further the aims and objectives of the committee.

### **MEETING SCHEDULE & CONTENT:**

The Member Benefits Jury reviews materials quarterly in advance of each Member Benefits Committee meeting. Prior to each meeting, the Jury will be presented with information to review regarding possible new member benefits. The Jury will provide feedback via Survey Monkey which will be aggregated to determine which benefits will move on to the Committee for further review.

The Member Benefits Committee meets on the first Tuesday of each month from 11:00 AM to 12:00 PM Pacific, or as needed.

Prior to each meeting, committee members are presented with information to review regarding proposed benefits prescreened by the Jury. Each committee meeting includes an open discussion of the proposed benefits. The Member Benefits Committee votes on each benefit after discussion. Each benefit that is voted upon favorably is taken to IBPA's Board of Directors for a final vote of approval.

The committee members also discuss changing benefits, disbanding benefits, and possible holes to fill in the benefits offered. Most, if not all, committee meetings are held online using a combination of WebEx and a general conference call service.

### **AGENDAS & MATERIALS:**

In consultation with the Chairperson, the Staff Liaison develops agendas for each committee meeting based on the work at hand. Any committee member may suggest items for the committee agenda in advance of the meeting or as part of the "New Business/Old Business" agenda item which closes each meeting. Necessary briefing materials are provided to the committee in advance.

### **VOTING:**

A majority of committee members must be present to constitute a quorum for each meeting. Assuming a quorum, actions at meetings are approved by a majority vote. Each committee member has one vote.

### **EXPENSES:**

Committee members (or their organizations) are responsible for their own expenses as related to committee participation. Most, if not all, meetings are held via WebEx and a general conference call service. Any meetings held in person will include a conference call option.

**REPORTING TO THE BOARD:**

Two weeks prior to each quarterly meeting of IBPA’s Board of Directors, the Chairperson and Staff Liaison provide a written report on the committee’s actions since the last Board meeting. This report is included in the official briefing materials provided to the Board two weeks prior to their meeting.

During the Board meeting, the Chairperson (or the Chairperson’s designee), in coordination with the Staff Liaison, provide a verbal report on recent actions and requests board-level approvals, as necessary.

**COMMITTEE MEMBER REMOVAL OR RESIGNATION:**

Any member of the Committee may be removed by IBPA’s Board of Directors. Resignation from the Committee shall be made in writing to the Chairperson with a copy to the Chief Executive Officer.

Vacancies shall be filled during the annual application process, or as needed.

*(last updated May 25, 2017)*