IBPA Industry Advisory Committee Charter

The IBPA Industry Advisory Committee is a standing committee tasked with investigating and shaping the future of independent publishing. The IBPA Industry Advisory Committee reports to IBPA’s Chief Executive Officer (CEO).

OBJECTIVES:

The objectives of the IBPA Industry Advisory Committee are to:

1. Identify industry topics and issues that impact independent publishers and prioritize those that align with IBPA’s strategic plan, including eliminating bias and enhancing diversity and inclusion.
2. Confirm new initiatives and determine a course of action.
3. Provide a flow of communications to membership about topics and issues being addressed, with periodic updates.
4. Raise the visibility of IBPA with the goal of increasing IBPA’s influence within the publishing industry.
5. Partner with other publishing industry organizations to further advance agency, access, and equity for independent publishers.

In pursuit of its objectives, the IBPA Industry Committee follows these guidelines:

1. **Identify industry topics and issues that impact independent publishers and prioritize those that align with IBPA’s strategic plan, including eliminating bias and enhancing diversity and inclusion.**

The IBPA Industry Advisory Committee receives help in identifying issues of concern from other IBPA committee members, the IBPA Board of Directors, members at-large via online surveys and supplementary canvassing methods, and other publishing industry actors. When determining which of the recommended issues will be taken up and acted on, the committee considers the following questions:

- Does the issue primarily affect independent publishers, or does it primarily affect authors or other stakeholders within the publishing industry?

- Does the issue affect a wide segment of IBPA’s membership?

The IBPA membership is diverse and has a broad range of priorities. Although the IBPA Industry Advisory Committee may address issues that affect a single Member Type within IBPA’s
community, it prioritizes issues that affect a broad segment, in the interest of serving as many members as possible.

- Is the issue potentially resolvable?

To maximize IBPA’s resources and deliver meaningful results to our community, the IBPA Industry Advisory Committee prioritizes issues on which it has a reasonable prospect of effecting change.

2. Confirm New Initiatives and Determine a Course of Action.

The IBPA Industry Advisory Committee focuses its actions on activities that include both advocacy and education. Some of the types of initiatives that this committee will address include but are not limited to:

- Market access and distribution advocacy
- Trade show and advertising development
- Creating professional development opportunities for staff of independent publishers
- Partnering with outside organizations to explore distribution cooperatives and alternatives.
- Improving metadata distribution for small independent publishers
- Creating AI education & partnerships (cross-industry associations)

3. Provide a flow of communications to membership about topics and issues being addressed, with periodic updates.

The IBPA Industry Advisory Committee will communicate out to the membership its goals and activities through updates on the IBPA website, in the newsletter and in the IBPA Independent. It will also be responsible for communicating these activities up to the IBPA Board of Directors in a quarterly report.

4. Raise the visibility of IBPA with the goal of increasing IBPA’s influence within the publishing industry.

The IBPA Industry Advisory Committee recognizes that one of its most powerful advocacy tools is the thought leadership of IBPA’s CEO, the IBPA Board of Directors, and members of the Industry Advisory committee. The committee may take any or all of the following steps to raise public awareness of IBPA and insert its CEO or another designated official into public discourse on matters of importance to the publishing industry:

- Bringing relevant issues and events to the attention of IBPA’s CEO and the Board of Directors as they arise.
- Writing opinion pieces on relevant current events or providing industry data and background information to IBPA publicists, as applicable.
- Participating in industry discussions around topics relevant to independent publishing to further the objectives of the Industry Advisory Committee and IBPA.
- Promoting IBPA’s CEO as an expert-on-call for journalists covering publishing-related stories.

5. Partner with other publishing industry organizations to further advance agency, access, and equity for independent publishers.
Work across industry organizations, associations and nonprofits on research and initiatives that impact all quarters of the industry.

COMMITTEE MEMBERS:

The Industry Advisory Committee includes a Chairperson, at least one Board Representative, up to 8 Members-at-Large, and one staff liaison. All committee members must be IBPA members in good standing at least one year prior to the start of term.

The Chairperson is appointed by IBPA’s Board of Directors in consultation with IBPA’s CEO and the staff liaison. To assure familiarity with the goals of the committee, the Chairperson must have served at least one year on the Industry Advisory Committee prior to becoming Chairperson. The Chairperson can serve a total of three years in this role.

The 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 Board Representatives can serve a total of four years in this role.

The (up to) eight (8) Members-at-Large are IBPA members in good standing for at least one year prior to the start of committee term and are appointed by the Chairperson in consultation with IBPA’s CEO 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.

The Staff Liaison is a current IBPA employee and is appointed by IBPA’s CEO to assist the Industry Advisory Committee in its work.

TERMS:

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

RESPONSIBILITIES:

Role of Committee Chair:

- Facilitates the meeting or conference call.
- Encourages committee members to provide their thoughts.
- Provides leadership to assure that the committee charge is met.
- Collaborates with staff to develop and monitor the program of work or goals for the committee.
- Provides input for setting meeting and conference call agendas.
- Communicates with other committee chairs and board of directors.
- Assists in the development of quarterly committee reports to board.
- Mentors the incoming committee chair to ensure continuity to the next program year.
Role of Staff Liaison:
- Provides support services and resources (i.e., agendas, minutes, reports, research.)
- Implements committee decisions.
- Provides clarification on issues and provides historical information on projects/issues.
- Provides input from a staff perspective on issues under discussion.
- Communicates information about committee activities to other staff.
- Solicits information or input from staff as appropriate.

Role of Committee Members:
- Participates actively in all meetings and conference calls but does not monopolize the discussion
- Participates in working groups as needed
- Respects different points of view
- Considers what IBPA members would think
- Respects time limits -- they are necessary to achieve what the committee needs to accomplish.
- Asks for clarification when needed.
- Provides written or verbal feedback on issues or documents under discussion by the committee.
- Serves as a spokesperson for issues related to the work of the committee to assist members in understanding committee decisions.

Role of Board Liaison:
- Performs all the duties of committee members as outlined above
- Keeps the board of directors informed on the committee’s work
- Represents the board’s perspective to the committee
- The committee will include two board liaisons. One lead board liaison, who can be the chair will be responsible for a written report to the board before each board meeting

MEETING SCHEDULE:
The Industry Advisory Committee meets at least six times a year, or as necessary.

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.

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

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.

REPORTING TO THE BOARD:
Three weeks prior to each meeting of IBPA’s Board of Directors, the Chairperson and Staff Liaison must 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, provides 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 CEO.

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

*(last updated: May 2024)*