

Position Description: IRP Committee Member

This is an overview of committee members' responsibilities. For more information, also consult the specific committee's charter.

- Actively participate in the committee's activities and meetings on a regular basis.
- Understand the goals of the committee and how the work fits into IRP's strategic plan.
- Attend and participate in the committee's face-to-face meeting, often during Annual Meeting. (Committee member travel expenses to committee meetings are covered by IRP.) Committee members are expected, although not required, to attend the IRP Annual Meeting.
- Participate in regular meetings by phone throughout the year. Meetings are typically monthly, although may be more or less frequent depending on the tasks on hand.
- Contribute actively to all meetings by sharing knowledge and opinions on the issues on hand, without monopolizing the discussion.
- Respect different points of view. Ask for clarification or more information as appropriate.
- Review and provide feedback on materials provided by committee colleagues, such as background materials, drafts, or past meetings' minutes.
- Volunteer to work on projects for the committee.
- Consider what would be the best result for the entire IRP community and membership.
- Serve as spokesperson for issues related to the work of the committee to help members understand committee decisions.

Committee members should have:

- A willingness to learn more about IRP.
- The ability to participate in committee conference calls.
- The time to work on subcommittee activities.
- The ability to travel to at least one committee meeting per year. (The Peer Review Committee requires additional travel.) Costs for this travel will be covered by IRP, Inc.