NUMBER 11.1 MEMBERSHIP AND MEMBER SERVICES COMMITTEE

EFFECTIVE: JANUARY 1997

POLICY

The INFORMS Membership and Member Services Committee is a standing committee of INFORMS in accordance with Paragraph 3 of INFORMS Bylaw 6. The primary purpose of the INFORMS Membership and Member Services Committee is to develop programs to promote membership in the Institute, monitor needs and concerns of the members, identify activities to increase current members' satisfaction, and oversee all member activities other than meetings, publications, subdivisions and awards. The Membership and Member Services Committee works closely with the Marketing Strategy committee, the Student Affairs Committee, and the Subdivisions Committee to achieve its purpose.

PROCEDURES

Committee Membership

The INFORMS Membership and Member Services Committee members and Chair are appointed by the President with approval by the Board. Normally, the committee will consist of 5-8 appointed members. The usual term of office for committee members is three years. Two or three members will be appointed each year to provide continuity. Normally, the Chair is selected from the committee membership, and is responsible for nominating new members of the committee. One member of the Marketing Strategy Committee will be assigned as a liaison with the Membership and Member Services Committee and shall function as a regular committee member. The Membership and Member Services Committee is part of the Member Services Group cluster, whose Board Liaison is the Vice President of Membership and Professional Recognition. The Director of Member Services and the Director of Marketing shall be *ex officio* members of the committee.

Member Status and Renewal

The INFORMS Membership and Member Services Committee is responsible for monitoring the status of the membership and the state of renewals of memberships.

1. To this end, the INFORMS Director of Member Services shall provide quarterly reports to the Committee indicating:

    a. the number of members in each membership and dues category,
    b. the number of members in each category who were in the same category in the previous membership year and who renewed their membership during the quarter,
    c. the number of members in each category who are new INFORMS members,
    d. the number of members in each category who were in a different category in the previous membership years and who renewed their membership during the quarter,
    e. the number of members in each category who were members in the previous year and who have not renewed their memberships,

f. the number of members who were lapsed members of INFORMS, ORSA, or TIMS (not members in previous membership year) and who joined INFORMS during the previous quarter.

2. Using the above data, the Membership and Member Services Committee shall prepare a membership status report and analysis report to submit to the Board at the Fall meeting

3. Using the results of the analyses, the Membership and Member Services Committee shall identify initiatives that will facilitate membership renewal.

4. The Membership and Member Services Committee shall conduct a non-renewal survey approximately mid-year to inquire of members who have not renewed as to their reasons for non-renewal. This survey is conducted after a member fails to renew his/her membership and has not responded to three such notices and a fourth notice is sent to the member accompanied by a request to complete a non-renewal questionnaire.

5. Periodically, the Membership and Member Services Committee shall survey the membership to identify unmet needs, and develop programs that will address them.

Membership Initiatives

The Membership and Member Services Committee shall work with the Student Affairs Committee and the Subdivisions Committee to establish a membership base in University Operations Research programs.

The Membership and Member Services Committee shall work with the Marketing Strategy Committee to identify potential markets for new members. The Membership and Member Services Committee retains primary responsibility for working with INFORMS staff to develop marketing initiatives to solicit new members.

Membership Materials

The Membership and Member Services Committee shall work with the staff in the development of brochures, announcements, and other materials relating to membership information, products and services, and the distribution of this information to the members.

Communications with Members

The INFORMS Membership and Member Services Committee Chair is responsible for dealing with correspondence directed to the Committee or Committee matters. The INFORMS Director of Member Services assists the Chair by responding directly to routine requests for

forms, applications, etc., in the Chair's name. The Membership and Member Services Committee is responsible for overseeing the development of communications channels between members and various INFORMS entities.

Membership Directory

The Membership and Member Services Committee shall oversee the preparation of the Membership Directory, including such policy issues as frequency and medium of publication.

Meetings

The Membership and Member Services Committee shall meet annually at a mutually agreeable time during the Fall INFORMS National Meeting and when possible, at other INFORMS meetings and via teleconference calls.. Following the meeting, the Chair shall prepare a summary of the meeting and distribute it to Committee members and to the Board Liaison.

RELATED DOCUMENTS:

INFORMS Policy and Procedures Manual, Section 2, General Procedures
INFORMS Policy and Procedures Manual, Section 9.4, Marketing Strategy Committee
INFORMS Policy and Procedures Manual, Section 11.7, Student Affairs Committee
INFORMS Policy and Procedures Manual, Section 15.1, Subdivisions Committee
INFORMS Policy and Procedures Manual, Section 15.1.2, Chapters Subcommittee
INFORMS Policy and Procedures Manual, Section 15.1.3, Student Chapters Subcommittee

NUMBER 11.2 EDUCATION COMMITTEE

EFFECTIVE: AUGUST 2011

POLICY

The Education Committee was established with the following goals: to foster the development of academic programs in OR/MS and stimulate student pursuit of them with the aim of achieving successful careers in the field, and to support the continuing professional education of both practitioners and academics active in the OR/MS field. It has added the mission to assist with the development and support of innovative programs which further the educational purpose of INFORMS (including but not restricted to faculty and graduate student career development, and the production and dissemination of teaching materials.

PROCEDURES

Membership

This committee is a "committee of committee heads." All individuals who chair other education-related committees or activities are automatically invited to serve on this committee. The Vice President for Education will serve as Chair. The Education Committee is part of the Education Group cluster of committees, whose Board Liaison is the Vice President for Education.

Functions

1. Act as a coordinating body of all of the education-related activities of INFORMS. Provide a structure for the incubation of new ideas, the sharing of progress of ongoing projects, and the added-value of collaboration across committees.

2. Promote or organize sessions or talks at national meetings on topics related to education and careers.

3. Ensure that high school and college science and mathematics teachers are made aware of educational and career opportunities in the field, particularly through use of the booklet, videos, and website on teaching materials, educational programs, and careers; and the teachers' workshop at the annual conference.

4. Foster undergraduate education in OR/MS, especially through efforts that would expand the number of Bachelor's programs and upgrade their content and quality.

8. Promote the exposure to OR/MS concepts and skills and to the analytics process within business schools, engineering schools (especially industrial engineering and systems engineering), and analytics programs, through the Business School Subcommittee, the Engineering School Subcommittee, and the University Analytics Program Committee.

9. Facilitate lifelong professional education for working OR/MS practitioners, particularly those dispersed away from organized OR/MS groups. Provide for updates on advances in computer and communications technology, in analytical technology and supporting software tools, and in methodology for problem discovery, definition and solution. Capitalize on evolving computer and communications technology for the media to support this thrust.

10. Support related Institute activities through coordination on relevant projects, particularly with the Academic/Practitioner Interface Committee and the Committees on Marketing Strategy and Information Technology.

Relation to the Board

The Education Committee will submit a written report to the Board prior to each national meeting.

Meetings

The committee will meet at each annual conference. Other meetings will take place as needed and via teleconference and e-mail communication.

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2, General Procedures

NUMBER 11.2.1 COMAP SUBCOMMITTEE

EFFECTIVE: APRIL, 2012

POLICY

The COMAP Subcommittee is the principal point-of-contact and liaison to the Consortium for Mathematics and its Applications (COMAP) and its activities. It arranges for INFORMS participation in three major annual international contests: the college-level Mathematical Contest in Modeling(MCM) and the Interdisciplinary Contest in Modeling (ICM), and the High School Mathematical Contest in Modeling (HiMCM).

PROCEDURES

Membership

The Subcommittee shall consist of a chair and three additional members, who shall also serve as MCM ICM and/or HiMCM judges representing INFORMS. All members, including the chair, serve for a 2-year term with the possibility of reappointment to additional term(s). Because continuity is important for COMAP activities, each committee member shall typically serve for a minimum of four continuous years. The chair shall be appointed by the Vice President of Education with the approval of the Board. Additional members shall be appointed by the chair.

Relation to the Board

The COMAP Subcommittee is part of the Education Committee within the Education Group of committees, which reports to the Board through the Vice President for Education. Reporting is by written reports submitted prior to the INFORMS annual fall meeting.

Functions

In addition to serving as MCM, ICM and HiMCM judges, the Subcommittee shall also oversee any INFORMS award recognition for exemplary contest papers associated with these contests. One INFORMS Outstanding paper, recognizing team skills in modeling and problem solving, shall be designated by the INFORMS Head Judge for each contest problem (MCM-2, ICM-1). Additionally, all Outstanding papers from the HiMCM shall be identified by the INFORMS Head Judge for the HiMCM for special recognition and awards. The Subcommittee shall arrange for suitable recognition and awards for designated teams and Faculty Advisors consistent with the mission and goals of INFORMS.

Meetings

The Subcommittee will conduct most or all of its business under the auspices of COMAP and the the contest arrangements but may meet as needed by conference call or at a national meeting, particularly when the members need to nominate new members to the Subcommittee or embark on a new opportunity to advance the interests of INFORMS.

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2, General Procedures
INFORMS Policies and Procedures Manual, Section 11.2, Education Committee

NUMBER 11.2.2 BUSINESS SCHOOL SUBCOMMITTEE

EFFECTIVE: January 2014
Revision in Winter 2014 Minutes

POLICY

The Business School Subcommittee was established to improve the visibility of management science and operations research in business schools, as well as other academic departments.

PROCEDURES

Membership
When active, the subcommittee shall consist of a chair, between four and eight additional members, and a liaison with INFORM-ED. The chair shall be appointed by the Vice President of Education with the approval of the Board. Additional members shall be appointed by the chair. The chair shall serve a two-year term, with the possibility to serve additional terms. The members will serve two-year terms, with appointments made annually to stagger the terms. Members may be reappointed for additional terms.

Relation to the Board
The Subcommittee is part of the Education Committee within the Education Group of committees, which reports to the Board through the Vice President for Education. Reporting is by written reports submitted prior to the INFORMS annual fall meeting.

Functions
1. Persuade business schools to dedicate an important part of their curriculum to management science, operations research, business analytics, or similar quantitative programs.
2. Interact with the Association for the Advancement of Colleges and Schools of Businesses (AACSB), the oversight organization for business schools.
3. Conduct research to support the subcommittee's mission.
4. Work with INFORM-ED and other relevant INFORMS committees and subcommittees to succeed in the subcommittee's goal.
5. Persuade additional academic departments, as identified by the subcommittee, to emphasize management science, operations research, analytics, or similar quantitative programs in their curriculum.

Meetings
The subcommittee will meet regularly by teleconference.

Sunset
The subcommittee will be activated and deactivated as needed by the Vice President of Education, with appeal to the Board if necessary. When deactivated, all subcommittee members' terms will immediately end.

Number 11.2.3 UNIVERSITY ANALYTICS PROGRAM COMMITTEE

Effective: FEBRUARY 2013

POLICY

The University Analytics Programs Committee brings together representatives of analytics programs on the undergraduate and graduate level at business schools and engineering schools. The goals of the committee are to provide systemization and guidance both to newly forming and established analytics programs, and to provide a forum that will allow program representatives to learn from one another.

PROCEDURES

Membership

The committee shall consist of a chair, a vice chair and a secretary and a representative from all interested undergraduate and graduate analytics programs. All officers shall serve for a 2-year term with the possibility of reappointment for additional term(s). Appointments will be made annually to stagger the terms. The chair shall be appointed by the Vice President of Education with the approval of the Board. The secretary and vice chair will be chosen by vote of the committee.

Relation to the Board

The University Analytics Programs Committee is within the Education Group of committees, which reports to the Board through the Vice President of Education. Reporting is by written reports submitted prior to the INFORMS annual fall meeting.

Functions

The committee will address important aspects of university analytics programs:

1. Share ideas and information across institutions
2. Document information and resources
3. Compare enrollment data, faculty numbers, and metrics
4. Create an awareness of the types of programs being developed and offered
5. Develop curriculum metrics and benchmarking data that can be shared
6. Be a resource for institutions whose administrators have expressed an interest in analytics education programs and those who have decided to start an analytics education program

Meetings

The committee will meet regularly by teleconference.

Sunset

The committee will continue its service at the pleasure of the Vice President of Education, who will review the committee's work in 2018 and decide whether to sunset the committee or continue its work.

11.2.4 ENGINEERING SCHOOL SUBCOMMITTEE

EFFECTIVE: JANUARY, 2014
Added: 2014 Winter Minutes

POLICY

The Engineering School Subcommittee was established to improve the visibility of operations research, management science, and analytics in engineering schools.

PROCEDURES

Membership

When active, the subcommittee shall consist of a chair, between four and eight additional members, and a liaison with INFORM-ED. The chair shall be appointed by the Vice President of Education with approval of the Board. Additional members shall be appointed by the chair. The chair shall serve a two- year term, with the possibility to serve additional terms. The members will serve two-year terms, with appointments made annually to stagger the terms. Members may be reappointed for additional terms.

Relation to the Board

The Subcommittee is part of the Education Committee within the Education Group of committees, which reports to the Board through the Vice President for Education. Reporting is by written reports submitted prior to the INFORMS annual fall meeting.

Functions

1. Persuade engineering schools, especially industrial engineering departments and systems engineering departments, and additional academic departments, as identified by the subcommittee, to dedicate an important part of their curriculum to operations research, management science, analytics, and similar quantitative topics.
2. Interact with ABET (formerly the Accreditation Board for Engineering and Technology), the oversight organization for engineering schools.
3. Conduct research to support the subcommittee's mission.
4. Work with INFORM-ED and other relevant INFORMS committees and subcommittees to succeed in the subcommittee's goal.

Meetings

The subcommittee will meet regularly by teleconference.

Activation/Deactivation

The subcommittee will be activated and deactivated as needed by the Vice President of Education, with appeal to the Board if necessary. When deactivated, all subcommittee members' terms will immediately end.

NUMBER 11.3 CONTINUING EDUCATION DATABASE COMMITTEE

EFFECTIVE: JULY 2012

POLICY

The Continuing Education Database Committee maintains a database of OR/MS and analytics-related continuing education courses offered by academia and industry. The database is of use to INFORMS members looking for continuing education courses; however, as a matter of policy it should not be promoted at the expense of any continuing education courses offered by INFORMS itself.

PROCEDURES

Membership

The Subcommittee shall consist of a chair and 2-4 additional members. All members, including the chair, shall serve for a 2-year term with the possibility of reappointment for additional term(s). Appointments will be made annually to stagger the terms. The chair shall be appointed by the Vice President of Education with the approval of the Board. Additional members shall be appointed by the chair.

Relation to the Board

The Committee on Continuing Education Database is within the Education Group of committees, which reports to the Board through the Vice President of Education. Reporting is by written reports submitted prior to the INFORMS annual fall meeting.

Functions

The Committee on Continuing Education Database will keep up-to-date INFORMS' database of OR/MS and analytics-related continuing education courses and programs, and will make the information accessible to INFORMS members. Courses and programs offered by INFORMS itself should be highlighted.

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2, General Procedures

11.3.1 OR/MS/ANALYTICS PROGRAM DATABASE COMMITTEE

EFFECTIVE: JANUARY, 2014
Added from 2014 Winter Minutes

POLICY

The OR/MS/Analytics Database Committee oversees the maintenance of a database of OR/MS and analytics-related degree programs offered by academia. The database is of use to potential students looking for degree programs, and of use to INFORMS itself for tracking purposes.

PROCEDURES

Membership

The committee shall consist of a chair and four additional members. All members, including the chair, shall serve for a 2-year term with the possibility of reappointment for additional term(s). Appointments will be made annually to stagger the terms. The chair shall be appointed by the Vice President of Education with the approval of the Board. Additional members shall be appointed by the
chair.

Relation to the Board

The OR/MS/Analytics Program Database Committee is within the Education group of committees, which reports to the Board through the Vice President of Education. Reporting is by written reports submitted prior to the INFORMS annual fall meeting.

Functions

The OR/MS/Analytics Program Database Committee oversee keeping up-to-date INFORMS' database of OR/MS and analytics-related degree programs.

NUMBER 11.4 K-12 EDUCATION COMMITTEE

EFFECTIVE: APRIL, 2012

POLICY

The K-12 Education Committee oversees and coordinates INFORMS' development, dissemination, and implementation efforts for K-12 curricula in OR/MS.

PROCEDURES

Membership

The Committee shall consist of a chair and 2-4 additional members. All members, including the chair, shall serve for a 2-year term with the possibility of reappointment for additional term(s). Appointments will be made annually to stagger the terms. The chair shall be appointed by the Vice President of Education with the approval of the Board. Additional members shall be appointed by the chair.

Relation to the Board

The K-12 Education Committee is part of the Education Committee within the Education Group of committees, which reports to the Board through the Vice President for Education. Reporting is by written reports submitted prior to the INFORMS annual meeting.

Functions

K-12 Education Committee activities include developing or supporting the development of OR/MS K-12 curricula, putting on or assisting with workshops for teachers and/or administrators, meeting with state and local education policy-makers, and otherwise supporting and promoting the teaching of OR/MS in K-12 curricula.

Meetings

The committee will meet regularly by teleconference

NUMBER 11.5 COMMITTEE ON HISTORY AND TRADITIONS

EFFECTIVE: OCTOBER, 2013

Changes: January 2017 1 Hour Virtual Board Meeting

POLICY

The History and Traditions Committee is established to:

• encourage and facilitate the collection, citation,and preservation of materials relating to the history and traditions of operations research and the management sciences. Relevant materials include documents, audio and video recordings, and other artifacts relating to the ORMS field, its founders, leaders, and notable activities;

• encourage and facilitate the creation and dissemination of new historical materials, through articles in society publications, books, symposia, sessions at national meetings, the website at https://www.informs.org/About-INFORMS/History-and-Traditions and other electronic media, and other means, in order to summarize, interpret, and carry forward the history and traditions of ORMS.

PROCEDURES

Membership

The committee consists of a chair and three or more members. All members are annually appointed by the President, the chair with the approval of the Board, and the other members with the approval of the Executive Committee (EC).

Except for the chair, members serve three year terms. Terms are staggered so that at least one new member is appointed each year. Members may be reappointed but regular turnover is encouraged in order to bring fresh perspectives to the committee.

The chair, who may be drawn from the existing committee, serves for two years and may be reappointed once. If a new chair is designated who is currently a committee member, a replacement is appointed to complete his/her unexpired term.

The committee slate is normally submitted at the Fall meeting, and takes effect on the succeeding January 1. Appointments to fill unexpired terms are made as needed.

The immediate Past President is the Board Liaison for the Committee and an ex officio member.

Advisory Board

The committee appoints an Advisory Board consisting of long time members of the ORMS profession interested in the history and traditions of the field, plus others who may have particular relevance to the mission of the committee. Terms on the Advisory Board are five years and are renewable.

Relationship to the INFORMS Board

The History and Traditions Committee reports to the Board through its liaison, the immediate Past President.

Meetings

The committee will normally meet every other month by conference call between national INFORMS meetings and, if possible, in person at the national meetings. A quorum will consist of the chair and at least half the other members.

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2, General Procedures

NUMBER 11.6 PUBLIC AWARENESS COMMITTEE

Effective: Fall 2016 BOD Meeting: Moved from Marketing to Membership/Education

POLICY

The primary purpose of the Public Awareness Committee (PAC) is to recommend and, upon INFORMS approval, develop creative and innovative educational outreach materials that will motivate students to take mathematics and computer science courses as well as familiarize teachers about the operations research/management sciences (OR/MS) field, thus helping not only to reverse the steady decline of interest in mathematics and science, but also to encourage students toward eventual careers in OR/MS. Emphasis shall be concentrated on, high school, community college, and intermediate school levels.

PROCEDURES

Membership

The Public Awareness Committee shall consist of a chair and at least three additional members, all appointed by the President with approval of the Board. The normal term of membership is three years, with committee members staggered to the degree possible. Terms of service on the PAC normally commence January 1. The PAC shall have as Board Liaison - the Vice President for Membership/Professional Recognition.

To foster leadership, the PAC shall delegate activities and duties to members of the committee to encourage widespread membership involvement. As his/her term of office nears its end, the PAC Chair shall poll (in written form) his/her committee members as to their desire to chair the Committee. If there are suitable responses, the PAC Chair shall make recommendations to the INFORMS President regarding which committee members are ready for chairing the PAC and recommend a new chair. Should there be no suitable candidates from within, the PAC chair shall make a recommendation from outside the current committee. Normally, the outgoing PAC Chair will serve at least one additional year on the PAC.

Committee Recommendations to Council

If the PAC wishes to make a recommendation which requires a vote of the Board, in addition to the report the PAC shall submit (to its Board Liaison and to the Secretary) a statement of the proposed motion and one or two paragraphs stating why the motion should be passed. Motions and supporting documentation shall also be furnished 3 weeks before all Board meetings; a listing of agenda items shall be furnished 4 weeks before each meeting, to allow for time to place the items on the agenda.

NUMBER 11.6 PUBLIC AWARENESS COMMITTEE

Effective: Fall 2016 BOD Meeting: Moved from Marketing to Membership/Education

PAC activities which require a vote of Board include:

Proposals to spend money in excess of the approved budget
Approval of contracts or agreements
Any out of the ordinary use of the INFORMS name or logo
New major activities
Joint activities with other societies

Committee Budget and Expenses

The PAC budget shall cover not only routine administrative expenses such as supplies, postage, telephone and copying, but also development, production and dissemination of educational materials (videotape, teacher's guide, etc.). It will also cover, in the cases where no other funds are available, meeting expenses for instructors participating in the teachers' workshop.

Expenses can be reimbursed by sending a request, via the Chair, for reimbursement with supporting documentation to the INFORMS office.

The PAC Chair shall be asked each Spring by the INFORMS office for the budget recommendation for the PAC. Generally speaking, the budget recommendation should reflect current PAC expenditure levels and plans for increased or decreased activities. The INFORMS office can supply a history of PAC expenses. It is strongly recommended that the PAC Chair have a proven record of obtaining and/or is willing to seek funding from outside sources beyond the "seed" money approved/appropriated by the INFORMS Board to help defray the expenses of the PAC's activities.

Committee Travel

PAC and PAC Chair travel is reimbursed by INFORMS only under special circumstances. Normally, such circumstances will be inherent on the PAC's charge and the anticipated travel expenses will be included in the PAC budget. To qualify for reimbursement, travel must be approved in advance by the President-Elect. The PAC shall consult Policy Number 2.8, Business Travel and Expense Reporting, for further particulars.

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2, General Procedures
INFORMS Policies and Procedures Manual, Section 2.8, Business Travel and Expense Reporting

NUMBER 11.7 STUDENT AFFAIRS COMMITTEE

EFFECTIVE: JANUARY, 2014
REVISED: 2014 WINTER MINUTES

POLICY

The Student Affairs Committee is charged with the support and development of activities related to the student members of the Institute. The Student Affairs Committee is a subcommittee of the Membership Committee, part of the Member Services Group of committees, whose Board liaison is the Vice President for Membership and Professional Recognition.

Procedures

Activities

The Committee oversees supporting the student newsletter OR/MS Tomorrow. In addition, the Committee may organize other activities in support of the student members.

Membership

The Committee shall consist of a Chair and 2-3 additional members. The chair shall be appointed by the Vice President of Membership and Professional Recognition with the approval of the Board. The additional members shall be appointed by the chair. Each member, including the chair, shall serve a two-year term with the possibility of reappointment to additional term(s).

Relation of the Board

The Committee is a subcommittee of the Membership Committee, part of the Member Services Group of committees, which reports to the Board through the Vice President of Membership and Professional Recognition. Reporting is by written reports submitted prior to the INFORMS annual fall meeting.

NUMBER 11.7 STUDENT AFFAIRS COMMITTEE

EFFECTIVE: JANUARY, 2014

OR/MS Tomorrow

The student newsletter is an online bi-annual publication for the student members of INFORMS. The Student Affairs Committee shall submit nominations for the student editors and their faculty advisors to the INFORMS Board for approval, at least nine months before the expiration of an editorial term. New editors shall be appointed to a two-year term, which may be extended one year by the Student Affairs Committee, if warranted.

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2, General Procedures
INFORMS Policies and Procedures Manual, Section 11.7.1, Doctoral Colloquium SubcommitteeINFORMS Policies and Procedures Manual, Section 11.7.2, COMAP Subcommittee
INFORMS Policies and Procedures Manual, Section 11.7.3, *OR/MS Tomorrow* Subcommittee

NUMBER 11.7.1 INFORMS COMBINED COLLOQUIA COMMITTEE

EFFECTIVE: JULY 2013

POLICY

The Institute believes that the future of the profession is with our students and those who train them. Hence, the Institute annually sponsors a set of colloquia for our best students and for new faculty. All relevant academic departments are invited to nominate participants for each colloquium
.

PROCEDURES

Membership

The Committee shall consist of an overall Combined Colloquia Chair, as well as chairs for each of the individual colloquia who report to the Combined Colloquia Chair. The Combined Colloquia Chair shall serve a two-year term, and the individual colloquia chairs will each serve one-year terms. The individual colloquia chairs shall be appointed by the Combined Colloquia Chair with the approval of the Board. If desired, the Combined Colloquia Chair may appoint a web master and other members of the committee with approval of the Board.

Relation to the Board

The Committee is part of the Education Committee within the Education Group of committees, which reports to the Board through the Vice President for Education. Reporting is by written reports submitted prior to the INFORMS annual fall meeting and after the colloquia are completed.

Functions

The Combined Colloquia Committee is responsible for putting on these colloquia. Unless otherwise approved by the Board, all of these colloquia take place immediately preceding the start of the INFORMS annual fall meeting. While admission to these colloquia is handled separately, there may be joint meals and plenary presentations.

Procedural Notes

1. The Combined Colloquia Chair is a member of the local organizing committee for the annual conference. It is recommended that the individual chairs also be invited to serve on this committee.

2. The colloquia should be held at the main conference hotel if affordable rooms can be assured.

3. If possible, the Colloquia Chairs should attend the prior year's Colloquia.
4. It is important to advertise the Colloquia in OR/MS Today, and to send announcements and applications to all OR/MS Ph.D.-granting programs and student chapters for student colloquia, and to all OR/MS academic units and the JFIG and INFORM-ED subdivisions for faculty colloquia.

5. Invitation to Professional Participants should be made soon enough so that replacements can be found at the Fall Meeting.

6. Pricing per student and per faculty member for the colloquia will be determined based on the colloquia costs. It is expected that student pricing may be lower than faculty pricing.

7. Significant changes to the colloquia content, structure, or pricing should be approved by the Board.

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2, General Procedures
Number 11.7.2 Page Two

- Techniques and trends in teaching
- Job search and interviewing skills
- Notices for available positions or products (e.g., software) targeted at students
- Invited articles or columns from faculty, practitioners or students
- Profiles of faculty or students
- Summaries of research projects or of research programs of major universities or R&D centers
- Review of current dissertation work
- Profiles of university OR/MS programs and how they prepare students for work in academia or industry

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2, General Procedures
INFORMS Policies and Procedures Manual, Section 11.7, Student Affairs Committee

NUMBER 11.7.2 *OR/MS TOMORROW* SUBCOMMITTEE

EFFECTIVE: * NOVEMBER 2015 Board Meeting

POLICY

As part of the activities of the Student Affairs Committee, INFORMS supports the value of a regular newsletter, prepared by and devoted to the interests of students, which is *OR/MS Tomorrow*.

PROCEDURES

Membership

The student editors and their faculty advisors are the members of the Subcommittee.

Editorship

The editors are student members, each located in an OR program at a university. The number of editors and advisors shall be whatever is determined to be appropriate by the Student Affairs Committee. The Student Affairs Committee shall submit nominations for the student editors and their faculty advisors to the INFORMS Board for approval, at least nine months before the expiration of an editorial term. New editors shall be appointed to a two-year term, which may be extended one year by the Student Affairs Committee, if warranted.

The newsletter contains feature articles, announcements, previews of national meetings, and other articles of interest to student members

Relation to the Board

The Subcommittee reports to the Student Affairs Committee, which is part of the Member Services group of INFORMS committees, for which Vice President for Membership and Professional Recognition is the liaison to the INFORMS Board. Reporting is in the form of written reports submitted prior to the INFORMS annual fall meeting.

Sections of the Newsletter

The following kinds of material have been included in or considered for the newsletter:

- Technical articles on diverse fields, targeted to a diverse audience, limited to 1-2 pages in length
- Calendars of future conferences, upcoming call-for-paper deadlines, award deadlines, and the like
- Editorials on recent OR/MS trends, debates on major issues, letters to the editor and responses to them, and the like
- Puzzles and problems, and their solutions

- Techniques and trends in teaching
- Job search and interviewing skills
- Notices for available positions or products (e.g., software) targeted at students
- Invited articles or columns from faculty, practitioners or students
- Profiles of faculty or students
- Summaries of research projects or of research programs of major universities or R&D centers
- Review of current dissertation work
- Profiles of university OR/MS programs and how they prepare students for work in academia or industry

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2, General Procedures
INFORMS Policies and Procedures Manual, Section 11.7,
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NUMBER 11.8 INFORMS MEMBERSHIP CATEGORY DEFINITIONS

EFFECTIVE: FEBRUARY, 1996

POLICY

The INFORMS Bylaws establishes the categories of membership to be defined in the INFORMS *Policies and Procedures Manual*.

PROCEDURES

The current categories of membership in INFORMS are defined as follows:

***Member*:**

Any individual interested in operations research, the management sciences, and related scientific methods who applies for membership on an Institute provided form and renders dues specified by the Board.

Student Member:

Any individual interested in operations research, the management sciences, and related scientific methods who is a full time student at an accredited educational institution and who applies for membership on an Institute provided form and renders dues specified by the Board. A Student Member must furnish the Secretary with certification of status as a full-time student by a faculty member of the accredited educational institution at which the student is enrolled.

Retired Member:

Any individual interested in operations research, the management sciences, and related scientific methods who is not regularly employed and who applies for membership on an Institute provided form and renders dues specified by the Board.

Institutional Member:

Any organization interested in operations research, the management sciences, and related scientific methods that applies for membership on an Institute provided form and renders dues specified by the Board.

NUMBER 11.9 STUDENT UNION

EFFECTIVE: JANUARY, 2014
Revised: 2014 Winter Minutes

POLICY
The INFORMS Student Union is established to maintain a collection of resources for students and recent graduates in operations research and related fields.

PROCEDURE

Membership

The Union will be represented by a Student Union Liaison and a Faculty Advisor to be appointed by the Vice President of Membership and Professional Recognition with the approval of the Board. Each shall serve a two-year term with the possibility of reappointment to additional term(s).

Functions
The responsibilities of the Student Union Liaison, with assistance from the Student Union Faculty Advisor, are:

1. Maintenance of the Student Union website
2. Reviewing the contents of the INFORMS website to obtain information that can be consolidated to provide information for INFORMS student members

Assisting permanent and ad hoc task forces with responsibilities in education and creating web page on the INFORMS website for the task forces' resources.

Relation to the Board

The Student Union is a subcommittee of the Membership Committee, part of the Member Services Group of committees, which reports to the Board through the Vice President of Membership and Professional Recognition. Reporting is by written reports submitted prior to the INFORMS annual fall meeting.

NUMBER 11.10 CONTINUING EDUCATION COMMITTEE

EFFECTIVE:
2014 Summer Minutes
Updated: 2017 April Spring Board Meeting

POLICY

The Continuing Education Committee oversees the implementation and strategic direction of continuing education in analytics and operations research. The program may encompass all effective methods of adult learning, including in-person and online courses. The topics covered in the program should strike a balance between a desire for wide coverage, the goal of promoting INFORMS as a valuable society within the analytics and operations research communities, and the need for demand to meet operational minimums as defined by the Board.

PROCEDURES

Membership

The committee shall consist of a chair, a vice-chair, and up to six additional members. All members, including the chair, serve for a 3-year term with the possibility of reappointment to additional term(s). The chair and vice-chair shall be appointed by the Vice President of Education with the approval of the Board, and the Continuing Education Program Manager shall serve as an *ex officio* member. Additional members shall be appointed by the chair.

Functions

The Continuing Education Committee is responsible for overseeing INFORMS' continuing education program. This includes but is not limited to:

1. Strategic Review of the landscape of continuing education in operations research, management science, and analytics to identify appropriate opportunities for expansion, audiences, potential conflicts, and how to differentiate our offerings from competitors.
2. Development and revision of criteria by which instructors, whether new or continuing, should be evaluated. These criteria should include dimensions of technical strength, effective delivery, and pedagogical expertise.
3. Development and revision of an assessment plan by which success of the program will be evaluated and processes to collect supporting data. This assessment should ensure that content and delivery of all courses meet INFORMS quality standards, that the program continues to support INFORMS strategic objectives, and that the program attains and retains financial solvency.
4. Tri-annual review of the Continuing Education Program based on this assessment and data collection plan, in collaboration with the Vice President of Education and the Director, Education and Industry.
5. Review and approval of all new instructors and biennial review of continuing instructors. Annual review of the schedule of course offerings.
6. Annual review and approval of the Continuing Education Program budget for recommendation to the Board including the pricing of courses.

Relation to the Board

The Continuing Education Committee is part of the Education Group of committees, which reports to the Board through the Vice President for Education. Reporting is by written reports submitted prior to the INFORMS Annual Fall meeting.

NUMBER 11.11 OR/MS SPEAKERS PROGRAM COMMITTEE

EFFECTIVE: JULY, 2015

Note: Moved from Marketing to Membership; 2016 Fall BOD

POLICY

The purpose of the OR/MS Speakers Program is to facilitate access to excellent speakers who are experts in some aspect of operations research and the management sciences. Entities that can request speakers include:

1. INFORMS chapters seeking non-local speakers;

2. Students and faculty at colleges and universities, especially those trying to strengthen their OR/MS program or to launch an OR/MS-related program;

3. Practitioners and management, both at organizations with established OR/MS projects and at those trying to establish such activities;

4. Kindred societies and members of the press seeking information about OR/MS activities.

Speakers are expressing their own individual opinions, which are not necessarily the opinions of INFORMS, and should not be considered or presented as representatives of the Institute.

Participants on the Speakers Program should be exceptionally good speakers and prominent OR/MS professionals actively solicited from the membership of INFORMS. It is expected that participants will reflect a balance of practitioners and academics. Each appointment to the Program will be reviewed annually. Reappointment will be based upon the level of participation, suitability of lecture topics for the purposes of the program, and feedback from host institutions.

The Program is administered by a Committee consisting of a Chair plus two additional members, all appointed by the President with Board approval. Generally, Committee members serve three one-year terms with one member's third year term ending each year and a new member taking his/her place on the Committee. Usually, the member who is serving a second-year term will serve as Chair. The Chair will report at least annually to the Board on the Speakers Program's status and activities.

The OR/MS Speakers Program Committee whose Board Liaison is the Vice President for Membership.

The host institution is expected to cover all on-site and travel costs incurred by the speaker. If this arrangement should pose a hardship, the Chair of the Committee will use discretion in authorizing full or partial reimbursement from an annual budget designated for this purpose.

NUMBER 11.11 OR/MS SPEAKERS PROGRAM COMMITTEE

EFFECTIVE: JULY, 2015

Note: Moved from Marketing to Membership; 2016 Fall BOD

PROCEDURES

Committee Selection

The committee has a chair and two additional members, each with three-year terms. The appointments are staggered so that one new member joins the Committee annually. Normally, the member who is serving a second-year term will serve as Chair.

1	Reassessment of current speakers	January/February
2	Solicitation for new participants in the Program	Spring
3	Appointment letters to new participants	May
4	Letters to speakers requesting updated biographical information and subjects for talks	May
5	New Speakers Program Booklet copy for publication	July
6	Distribute booklets	August
7	Match requests with speakers	As appropriate throughout the academic year
8	Report on activities through INFORMS Board member on committee	Fall and Spring

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2, General Procedures