

# Maryland Association for Institutional Research

## 2017 Committees

### **Governance & Finance Committee – *Ross Conover, Chair***

1. Responsible for financial records, taxes, insurance, official paperwork, budget.
2. Maintains bylaws and develops appropriate policies and procedures for board approval.

### **Membership & Communications – *Lynn Chen, Chair***

1. Maintains membership records, list serve, and website.
2. Promotes membership in MdAIR among institutions not currently active.
3. Jointly with Governance & Finance pursues the identification of an appropriate organization management platform.

### **Professional Development & Awards – *Laura Walker and Devin Holt-Zimmerman, Co-chairs***

1. Determines themes and secures content for MdAIR events including presenters, guest speakers, and vendors.
2. Develops and administers surveys relating to events and general membership.
3. Fulfills responsibilities for conveying awards as provided in Articles X and XIII of the bylaws.

### **Conference Logistics Committee – *Nassim Ebrahimi, Chair***

1. Determines location and scheduling of Spring, Summer, and Fall events.
  - a. Spring Institute – one day event with morning and afternoon programming, breakfast and lunch.
  - b. Summer Drive In – informal event with morning “hands on” training; only held in some years.
  - c. Fall Conference – one day event with morning and afternoon programming including keynote speaker, annual business meeting, breakfast and lunch.
2. Handles logistics including rooms, catering and signs, registration, and supplies.

Cross-functional with:

1. Governance & Finance for budgeting and payment of expenses.
2. Membership & Communications for event announcements.
3. Professional Development & Awards to determine presentation schedule and facility needs.