

## Expectations of NCPH Committee Members

Thank you for your interest in serving on an NCPH committee. NCPH's committees are essential to our success, and work to address administrative or policy issues, investigate and advise the organization on recent developments in the field, and support initiatives that enhance the practice of public history.

**Overview:** Committee and committee chair appointments are made each year following the annual meeting. The Vice President makes the appointments with input from NCPH staff and committee chairs. Committee members serve for 2-year terms (with exception of the Nominating Committee and the various award committees, which serve 3-year terms) and committee chairs serve for renewable 1-year terms.

**Time Commitment:** Typically, committee members volunteer 1-2 hours/month and committee chairs volunteer 3-4 hours/month. One exception is award committees who work up to 6 hours/month but only for the winter months when reviewing award submissions.

Expectations of committee members:

- Maintain current membership in the organization.
- Serve for two-year terms (with the exception of the Nominating Committee and our various award committees, which serve 3-year terms).
- Begin their terms at the time of appointment by the Vice President, following the annual meeting, and serve for two years, expiring at the conclusion of the annual meeting in the year of their end date.
- Convene with their committee via virtual meetings, as necessary by email, and in-person at the annual meetings (if possible).
- Work with the committee chair to provide brief (200 word) updates for NCPH members on the committee's progress that will be included at least semi-annually in *Public History News*.
- Work with the committee chair to provide brief (200-250 words) reports to the Board of Directors on the committee's progress, questions, and recommendations. Reports are due two weeks prior to the fall and spring board meetings.
- Fulfill the charges of the committee. Charge letters are provided at the conclusion of the appointment process each year and are delivered by the Vice President.

**How to get involved:** If you are interested in serving on an NCPH committee, please complete the form here: <https://ncph.org/committee-service/> with a little information about yourself, and which committee(s) you are interested in serving on. The NCPH Vice President makes committee appointments each spring after the annual meeting. Most committees (<http://bit.ly/NCPHgovernance>) have a vacancy or two; though we often have more volunteers than we can take.