



## **CRS Program Policies – Focus Groups Policy**

***Approved by the Board of Directors: November 22, 2019***

CRS established Focus Groups to enhance member value by creating a vehicle to allow members to explore common interests through networking, meetings, and publications.

While certainly incapable of outlining every possible issue that may arise, the goal of setting forth this policy is to address the major areas of concern, and to set forth ground rules for the Society's participation in Focus Groups:

### **Policies/Procedures**

- I. Formation/Dissolution of Focus Groups
- II. Focus Groups Program Chair
- III. Elected Officers of Focus Groups
- IV. Development and Initiation of Activities Outside the Approved Scope
- V. Solicitation of Outside Funding
- VI. Use of the Society's Name and Logo

## **I. Formation/Dissolution of Focus Groups**

The authority for establishing or disbanding a Focus Group rests solely with the CRS Board of Directors. Members wishing to petition the Board for the creation of a Focus Group will contact the CEO and request an application form. Upon completion and submission of the application, the Board will use the following criteria in deciding whether to approve the formation of a Focus Group:

- a. Critical Mass: The application requires the group submitting a request to have at least 50 signatures of individuals who are willing to join the proposed Focus Group at a fee of \$50
- b. Alignment of Purpose: The purpose of the Focus Group, as provided in the completed application, must be in alignment with the mission, goals, and objectives of the Society
- c. Longevity: The proposed Focus Group must address an ongoing issue or area of interest as opposed to an issue or area with a limited life
- d. Capacity: The Board must ensure that the Society has adequate capacity (i.e., budget, administrative time, etc.) to properly support the addition of the proposed Focus Group. Therefore, while a newly proposed focus group may meet criteria 1-3 above, the Board reserves the right to not approve the formation of a new focus group because of the lack of adequate capacity to support the addition.

## **II. Focus Groups Program Director**

The Board shall appoint a member to serve as the Focus Groups Program Director. This person will be responsible for ensuring that the Focus Groups are operating within the Society's policies as well as appropriately furthering their stated purpose. This individual will also serve as a main source of communication

between the Board and the Focus Groups. The Director will develop goals and deliverables for the Focus Group Program in alignment with the Society's Strategic Imperatives for each year of their mandate and operate against such goals. The term for this position shall be two (2) years. If the Focus Groups Program Director is not currently a member of the Board, he/she will work closely with the appointed Director at Large for Focus Groups who acts as Board Liaison.

### **III. Focus Group Elected Officers**

Each focus group shall have the following elected officers: a) Chair, b) Chair-Elect, c) Secretary/Treasurer, d) Industry Representative, e) Student Representative, and f) Communications Chair / Social Media Coordinator. The term of each office shall be two (2) years. The Chair-Elect shall assume the office of Chair one month from the close of the annual meeting in the year immediately following the conclusion of the previous chair's two-year term and shall conclude on July 31 two years hence. The terms of the remaining officers shall begin on August 1 of the year in which such election was held and conclude on July 31 two years following. Any of the officers may be recalled from office by the Representative of Focus Groups and the President of the Society. If such a recall occurs, the Board shall appoint a replacement to complete the term of the officer who has been recalled.

Elected Focus Group Officers will be assisted by the Focus Group Program Chair in the development of and performance against group goals, timeline and deliverables for each year of their mandate.

The election of officers shall comply with the following:

- a. Elections will take place as needed commensurate with election of CRS Board officers and members-at-large.
- b. All members of a section at the time of an election are eligible to vote for officers of the Focus Group(s) of which they are members.
- c. Voting will occur electronically.
- d. The Executive Committee (EC) of the CRS shall serve as the Nominating Committee for Focus Group Officers. The EC will invite the members of each Focus Group to submit names for consideration as candidates for open officer positions. The EC will consider the names submitted to it, and, if necessary, names from other sources sought by the EC, including EC members themselves, and shall select a final list of candidates to be proffered for election.
- e. A vacancy in the position of a Focus Group Chair, whether as the result of the end of term or a mid-term vacancy, will be filled by the Chair-Elect. Vacancies in other positions shall be filled by the EC, with input from members of the focus group in which a vacancy has occurred.

### **IV. Development and Initiation of Activities Outside the Approved Scope**

Any activities outside of the approved scope must be approved by the Board. In such cases, the Chair of the Focus Group should first seek the permission of the Representative of Focus Groups. If permission is granted, the Chair will work with the COO or his designee to develop a formal proposal to the Board for its approval.

### **V. Solicitation of Outside Funding**

Focus groups may seek outside funding to support approved activities. Prior to doing so, however, they must first inform the Director on Industry Relations at CRS Headquarters and inform the director of the potential source of funding as well as the amount to be requested. If the request does not conflict with other Society requests, the director will inform the Focus Group that it may proceed. If a conflict does exist, the director will inform the COO, who will work with the Board to resolve the issue.

## **VI. Use of the Society's name and logo**

The Society will defend the use of its name and logo as trademark protected property of the Society. Any group wishing to use the Society's name and or logo must identify the Society's headquarters office and/or the Society's Chief Operating Officer as the official moderator or owner of the group. Any group formed by other individuals will be requested to relinquish their ownership of the Society's trademark protected name and logo. The only message sent on behalf of the Society to such a group should be to inform that groups members that it is NOT a group owned by the Society. (Any other communications to the group could inadvertently give a false impression of the group's legitimacy.)