



CONTENT DEVELOPMENT AND DISSEMINATION COMMITTEE BYLAWS

Purpose Statement:

The purpose of the Content Development and Dissemination Committee is to collaboratively guide and support TMS initiatives and programs related to the development of content and its delivery via any form of media. Additionally, the committee seeks to grow content-related revenue opportunities and to protect and build the TMS brand as a provider of content to the science and engineering community. The scope of the committee's responsibilities includes:

1. **Strategic Planning**
 - a. Opportunities in Print Media
 - b. Opportunities in Web and Electronic Media
 - c. Opportunities with New Initiatives (such as Open Access publishing)
 - d. Identification of Subject Areas of Content Development Opportunity
 - e. Identification of Content Partnering Opportunities
2. **Engage Volunteer Members in Content Development**
 - a. Author Recruitment for Books
 - b. Participant Recruitment for TMS Web Sites and Electronic Media
 - c. Populate and Oversee Journal Editorial Boards
 - d. Populate and Oversee Book Review Panels
 - e. Provide Other Editorial Appointments as Required
3. **Oversee TMS Content Assets**
 - a. Oversee Contracts with Commercial Partners
 - b. Evaluate Revenue-Generation Opportunities and Their Associated Risks
 - c. Set Reporting Expectations for Content Initiatives
 - d. Protect the TMS Brand as a Content Provider
 - e. Recommend Action on Content Not Accepted by Commercial Partners

Structure:

The committee will consist of:

1. One Chair: The TMS Content Director (serve as Content Director on the TMS Board of Directors)
2. One Vice Chair
3. One Past Chair (position only exists during the year after the Chair concludes his/her term as Chair)
4. One Representative from Each TMS Technical Division (serve on the Content Asset Subcommittee)
5. One Representative from the Program Committee
6. Up to 15 At-Large Members as Appointed by the TMS Vice President

The committee houses three subcommittees:

1. Strategy Subcommittee (Lead by the Past Chair or elected Vice Chair)
2. Volunteer Engagement Subcommittee (Lead by the Chair or elected Vice Chair)
3. Content Asset Subcommittee (Lead by the Chair or elected Vice Chair)

All committee members hold membership on at least one subcommittee. Each subcommittee consists of:

1. One Chair (a member of the CDDC leadership)
2. At-large Members Appointed from the Full Committee

Term of Office:

1. Chair: 3 years
2. TMS Technical Division Representative: Term to be determined by the sponsoring division; 3-year term recommended
3. Program Committee Representative: Term to be determined by the Program Committee; 3-year term recommended
4. At-Large Members (not more than 15): 3-year term recommended

Meeting Schedule:

The committee and its individual subcommittees will meet at least twice yearly, either in person or via teleconference. Additional meetings may be called at the Chair's discretion.

Committee Actions:

Actions of the committee or a subcommittee shall be approved by a majority vote of members participating, provided that a simple majority of members participate in the voting.

Expectations of Membership:

Upon agreeing to serve on the Content Development and Dissemination Committee, committee members are expected to remain active throughout their terms and to make every effort to fully participate in all meetings and teleconferences of the committee and any subcommittees to which they are assigned. If for whatever reason volunteers find they will only be able to participate in a limited capacity or not at all, they are encouraged to talk with the CDDC Chair and TMS Content Senior Manager about their availability to continue in the role. While it is highly desirable that committee members fulfill their term and it is critical to the success of the committee that the majority of volunteers complete their term with full participation, it is understood that volunteers' personal and professional situations can change. It is critical to have a quorum at meetings and teleconferences in order to vote on committee business. A committee member who is repeatedly absent or nonresponsive may be asked to step down from being a voting member of the committee.

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