



**Division Council Functional Committee Representative
Job Description/Summary of Expectations
(Approved by the Technical Division Council November 10, 2023)**

This document represents guidance, and/or expectations, for TMS Division Council Functional Committee Representatives (DCFCRs). It also applies to representatives to *subcommittees* of higher-level functional committees (e.g., the Diversity, Equity, and Inclusion Committee is a subcommittee of the Membership Diversity & Development Committee). Hereafter, throughout this document, the term “functional committee” will be used interchangeably to refer to either a functional committee, or a subcommittee of a functional committee, for which there is a DCFCR.

Those TMS volunteers who serve on a TMS division council in the position of Division Council Functional Committee Representative (DCFCR) serve a concurrent full membership on both the division council and a functional committee, and act as a liaison between these two member groups. Being a DCFCR is contingent upon maintaining service on both the division council and the functional committee. Although they are appointed by the division council chair, their primary duties are to serve as an active member of the functional committee on which they serve, and to act as a liaison - in both directions - between the functional committee and the division council upon which they serve. They are full voting members on both their functional committee and the division council, and typically serve a two- or three-year term, as noted in their committee bylaws.

It is the responsibility of the DCFCR to:

- Attend the meetings of both the functional committee and the division council (whether the meetings are in-person, via teleconferencing, or on-line). If they are not able to attend a particular meeting, they should email the relevant functional committee and/or division council staff liaison in advance. Generally, in-person meetings of all the division councils are held during the TMS Annual Meeting & Exhibition (AM&E), while in the fall some division council meetings are held at the Materials Science and Technology Conference (MS&T) and others are held on-line. Most functional committees meet in person at the TMS AM&E, and typically online at other times (e.g., approximately one – two times a year on-line).
- Participate in all committee business and activities of their functional committee (e.g., meeting attendance, email communications, voting, etc.)
- Report highlights of the functional committee activities at meetings of their division council. They are also expected to communicate to their functional committee any questions, concerns, or informational items suggested by their division council, related to committee activities.

As members of both the division council and the functional committee, before accepting the position of DCFCR it is strongly recommended that the invited candidate visit the “Divisions and Committees” website at:

https://www.tms.org/portal/DIVISIONS_COMMITTEES/Divisions_Committees/portal/Divisions_Committees/Divisions_Committees1.aspx

and from there visit the homepages of both the technical division council and the functional committee, to familiarize themselves with the mission statements and by-laws of these groups.