



The Minerals, Metals & Materials Society

**TECHNICAL COMMITTEE CHAIR**

# **TOOL KIT**

April 2021

Resource which summarizes the various activities  
of a TMS technical committee.

Dear Technical Committee Chair:

Thank you for the time and work that you have, or will be, dedicating to the position of technical committee chair for TMS! We appreciate your efforts as a volunteer in this role for the society.

In an effort to assist you with the duties of a committee chair, we have assembled a tool kit of information and user-friendly templates. Additionally, it is our goal to move toward standardization of these administrative processes to enable easier communication between and among the 34 technical committees and 5 divisions of TMS.

Sincerely,

The Staff at TMS

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## Technical Committees

### **TMS Membership:**

The TMS Board of Directors has mandated that in order to be a technical committee member, you must maintain your TMS membership in good standing. An annual review of TMS membership related to committee membership is done each spring. Suspended or inactive membership status is cause for removal from the committee roster.

### **Membership on the Division Council:**

As a technical committee chair, you automatically become a member of your division council and, therefore, attend division council meetings as a voting member. Committee vice chairs are also invited to council meetings as guests, however, they are non-voting members.

### **Vice Chair Appointments:**

The nominating process for the vice chair of your committee can be found in the TMS technical committee bylaws document.

### **Committee Leadership Roles:**

The leadership roles of the committee are:

- Chair
- Vice Chair
- Past Chair
- Secretary
- *JOM* Advisor

In addition to these positions, please consider appointing a committee member(s) to manage the award nominations and professional development courses that can be forthcoming from your committee. For further information on these two areas, please contact Debby Hixon, Awards Program Administrator, at [hixon@tms.org](mailto:hixon@tms.org) and Trudi Dunlap; Events, Education, and Exhibitions Department Head; at [tdunlap@tms.org](mailto:tdunlap@tms.org), respectively.

Each of these leadership roles has a set term of service; please refer to the TMS technical committee bylaws document for this information.

### **Meeting Notices:**

TMS encourages the use of an electronic calendar to schedule your committee meetings, as this provides the chair insight into those committee members who plan to attend. If you need assistance with this process, please contact Joni Gregg, Technical Committee Staff Liaison, via email at [jgregg@tms.org](mailto:jgregg@tms.org), or by phone at 724-814-3124.

### **Technical Committee Reports:**

Committee chairs are required to submit a Technical Committee Report to TMS staff when requested (at the minimum, after the TMS Annual Meeting). This report will then be attached to the respective Division Council(s) meeting minutes. The purpose of this report is to share your committee's current activities, to include the following:

- If preparing the report for the Annual Meeting, provide the names of members who were just voted into leadership roles (if any member is beginning a new term).
- Programming Activities
  - Current year goals
  - Future symposia and activities
  - Honorary symposium requests
  - Future years' goals
  - Suggestions for stand-alone specialty conferences
  - Items which require division approval
- Professional Development Course Activities
- Current Year Topics/Ideas
- Future MS&T Topics
- Current Year Webinar Topics/Ideas
- *JOM* and other Publication Activities
- Award Activities
- New, Approved Members for the Committee Roster

### **Divisions & Committees Website Pages:**

These pages are your centralized resource of information and can be found on the DIVISIONS & COMMITTEES tab of the main menu of the TMS website. Here you will find links to the website pages of the 5 technical councils and 34 committees, as well as the functional committees.

You must be a TMS member to view the full contents (by using your TMS username and password to log onto the site) on the links of this page which include the following:

- Committee Mission Statement
- Committee Documents (bylaws, agenda, minutes)
- Technical Programming Information
- *JOM* Topics
- Name of TMS Committee Staff Liaison

- Committee Roster
- Committee Listserv (mailing list link)\*
- Upcoming Meeting Notices

\*Regarding the use of the Committee Listserv, committee communication should focus on committee business and general announcements that would be of interest to members. Members should not use their position on the committee to promote non-TMS products and services, particularly products and services that might compete with current society initiatives, and chairs should not help in disseminating such information on behalf of members.

## Programming

### Programming Symposia at TMS Events:

Programming at TMS meetings begins at the technical committee level. One or more committees and their related technical divisions must sponsor a symposium and present a content abstract, which is then reviewed by the TMS Program Committee for inclusion in the schedule. To learn more about this timely and detailed process, visit the technical programming area (“Programming” link) of a specific TMS-sponsored meeting under the “Meeting & Events” link on the committee page of the TMS website, [www.tms.org](http://www.tms.org).

### Honorary Symposia:

The purpose of TMS division-sponsored honorary symposia is to recognize and honor the exceptional contributions of TMS members in a wide variety of professional endeavors. As per TMS policy, a division can sponsor one honorary symposium per year, which will take place at the TMS Annual Meeting. An additional at-large honorary symposia can be added with the Technical Division Council’s approval if needed. One TMS honorary symposium can also be considered for the MS&T Conference. The following documents outline the procedure for proposing and selecting a division-sponsored honorary symposium.

- [Honorary Symposium Policy](#)
- [Honorary Symposium Proposal - Honoree Biographical Information Form](#)
- [Honorary Symposium Proposal - Program Planning Form](#)

All honorary symposium proposals must be approved by the technical committee and then submitted to TMS staff by November 30. These proposals will then be presented and approved by the respective Division Council before being submitted to the Program Committee for inclusion in the conference technical program.

## **Publications**

### **Service to the *JOM*:**

The *JOM* Advisory Committee consists of volunteer representatives from the technical committees of TMS. Working with the editorial office, these advisors propose topics for the journal to explore and then help solicit and review papers that fulfill the parameters of each topic. Typically, coverage consists of a commentary by the advisor, followed by a review paper and several related technical articles. Following is more detailed information:

### **[FAQ's for \*JOM\* Advisors:](#)**

Provides guidelines for the duties of a *JOM* advisor.

### **[JOM: The Magazine:](#)**

Provides a summary of the current month's magazine and links to TMS publications.

### **[JOM Editorial Calendar:](#)**

Establishes the topics that the journal will cover in the upcoming months, provides an "Author Tools" reference, and contact information for the *JOM* Editor.

## **Honors & Awards**

Each technical division presents awards at the TMS Annual Meeting for which nominations are required by April 1 of the previous year. For complete information on all TMS awards, visit the Honors and Awards site under menu item "Professional Development" on the TMS homepage:

[Honors & Awards](#)

## **Professional Development Courses**

Technical committees are encouraged to provide pertinent topics of interest to TMS in order that we may pursue and coordinate interesting professional development webinars, or in-person courses during our meeting events. For additional information and to discuss PD further, contact Trudi Dunlap, Events, Education, and Exhibitions Department Head at [tdunlap@tms.org](mailto:tdunlap@tms.org).