

COMMITTEE CHARGES

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NISS – CORPORATION AND BOARD OF TRUSTEES

The purposes for which this corporation is organized are to encourage and facilitate collaboration between statistical scholars and scientists in the physical, biological, medical, mathematical, agricultural, engineering and education and social sciences in the conduct of cross-disciplinary statistical research on topics and issues of national and global importance.

The Ex-officio Members of the Corporation are: The President of TUCASI, President of Duke University, Chancellor of University of North Carolina at Chapel Hill, Chancellor of North Carolina State University, , President of RTI, President of ASA, President of IMS, President of Biometric Society (ENAR/WNAR), Chair of COPSS, and Chair of Statistics Section U of AAAS.

The Members of the Corporation, appointed by the ex-officio members, shall have the full power and authority to make, alter, amend, and repeal the Bylaws of this corporation. No substantial part of NISS's activities shall be the carrying on of propaganda or otherwise attempting to influence legislation, and NISS shall not participate in or intervene in any political campaign.

Members of the Corporation' Representatives shall meet annually; a quorum shall consist of seven (7) Members with one vote each.

Board of Trustees

CHARGE: The Board of Trustees shall have all powers and authority vested in it by the Articles of Incorporation, or by the General Statutes of North Carolina, and shall manage the property, business and affairs of NISS.

The Board of Trustees currently consists of 20 Trustees, one appointed by each ex officio Member of the Corporation and 10 Trustees elected by the Members of the Corporation.

The Board of Trustees meets at least annually, usually the first Friday of November; a quorum shall consist of ten (10) Trustees.

COMMITTEES AND CHARGES

NISS currently has eight (8) standing Committees, four (4) of which are specified by the By-Laws: Executive, Nominations (exclusive of Awards), Finance and Evaluation/Compensation.

All committees except the Evaluation and Compensation Committee, are supported by NISS operations staff. Staff responsibilities include notifying members of each meeting, distributing the agenda, previous meeting minutes and other advance materials, taking notes and drafting minutes (for review/revision by the Committee Chair), also, as appropriate, preparing material for dissemination on the NISS website and via social media.

Executive

Trustees in office shall elect six (6) Trustees to be members of the Executive Committee plus with the Chair of the Board of Trustees serving as Executive Committee Chair. At its discretion, the Executive Committee may expand its membership by two (2), bringing the total membership to nine.

The Executive Committee shall meet bimonthly or on call by its Chair. A quorum shall be four (4) Committee members.

CHARGE: Exercise all powers and authority of the Board of Trustees subject to Board of Trustees' control, and report regularly to the Board on NISS's activities. The Executive Committee is responsible for the integrity of NISS funds. It may appoint agents, committees and persons other than the Director when necessary to conduct NISS business. It may delegate to the Director powers and duties essential to the conducting NISS's affairs, including the appointment or hiring of employees.

Affiliates

CHARGE TO AFFILIATES PROGRAM: Bring together statistical, mathematical and data science professionals from all sectors – academia, industry, government/national lab – to support research, information dissemination, human resource development and networking. Act as a forum through which industry, academia and government partners support data driven solutions for business, government and society, and working on issues related to information and quantitative analysis.

CHARGE TO AFFILIATES COMMITTEE

Develop and implement strategies for recruitment of new Affiliates and for retention of existing Affiliates especially managing transitions for past/new liaisons. Expand roles and increase engagement of Associate Liaisons.

Organize and develop a calendar of activities and events including workshops (both stand-alone and in conjunction with professional conferences), and joint conferences with other professional institutes and organizations.

Maintain regular communication (two-way) between Committee/NISS and Affiliates via direct communication with Liaisons plus broad Affiliate communications via newsletters, annual reports, website and media.

Affiliates Subcommittee – Academic Planning

CHARGE: Create events such as career fairs to help students navigate finding jobs in statistics or data science, and develop academic or research webinars, and trainings/tutorials for students or faculty on topics of interest to statistics, mathematical and biostatistics departments. Create an annual meeting for department heads, focused on a particular topic. Assist with recruiting efforts. Coordinate activities with the Graduate Student Network.

Affiliates Subcommittee – Industry Planning

CHARGE: Identify roles of statisticians in industry and assist in providing a voice for industry statisticians through webinars or events that are created. Create such events as career fairs and webinars that highlight professional roles for statisticians in industry (to attract more statisticians into industry). Assemble a program of Leadership panels of chief statisticians to be a resource on the structure and the role of statistics in industry for Affiliates and Graduate Student Network events.

Affiliates Subcommittee – Government Planning

CHARGE: Create an avenue for government statisticians to identify topics of specific interest in the government sector and to design events around these. Topics can be technical, can deal with statistical/data science innovations, or can address statistical personnel needs, roles of federal statisticians and how recruiting works in government agencies.

Affiliates Subcommittee – Recruiting & Retention

CHARGE: Manage Affiliate membership by: (1) seeking out and recruiting new NISS Affiliates and (2) retaining current Affiliates, especially by pro-actively managing transitions. Specifically, create annual recruiting/retention strategy and goals, monitor current Affiliate Liaison lists (Primary and Associate Liaison) to ensure accuracy and completeness, and anticipate/prepare for transitions in case of a Liaison’s departure and inform the NISS Director of cases requiring special attention for Affiliate retention.

Awards & Nominations

The Chair of the Board of Trustees shall appoint a Nominating Committee consisting of not fewer than five (5) members, who may be drawn from current Trustees or from past Trustees who have served within the previous six years.

CHARGE FOR NOMINATIONS: Nominate at each annual Board meeting candidates for election to all elective offices of the Board other than the Director and Deputy Director. These nominations shall be included in the written notice of the annual meeting. (Nominations may be made from the floor at the annual meeting.)

According to the NISS bylaws, the Nominating Committee is to nominate candidates for election for the roles described below:

- Three members to the Board of Trustees (BoT): The BoT has 10 elected members, each serving a 3-year term, renewable once. Consequently, three elected members will usually rotate off the Board each year.
- Chair and Vice-Chair of the BoT
- The Executive Committee (EC): The EC term is one year, renewable. The Nominating Committee should recommend six BoT members in addition to the chair to serve on the EC for the upcoming year. The EC can decide on its own, to add two additional members, bringing the total EC members to nine.
- Secretary, Assistant Secretary, Treasurer, Assistant Treasurer
 - The Treasurer is assigned the primary responsibility of overseeing the management and reporting of the Corporation’s finances. The Treasurer may, but need not, be a Trustee. The Treasurer’s duties include: overseeing the development and implementation of the Corporation’s financial policies, financial reporting to the Board of Trustees, preparation of an annual report of the accounts and financial condition of NISS, and other reports requested by the Board, keeping the board regularly informed of key financial events, trends, concerns, and assessments of fiscal health, chairing the Finance Committee, and, with the Director, engaging an independent CPA firm to perform an annual audit.
 - The Vice-Chair of the Board shall serve as Assistant Treasurer unless the Vice-Chair is the Treasurer, in which case another Trustee shall be appointed Assistant Treasurer.

CHARGE FOR AWARDS: Select recipients for the Principal NISS Awards – *NISS Distinguished Service Award*, *NISS Distinguished Alumni Award* and the *Jerome Sacks Award* – that are given annually (or biannually for the *Distinguished Alumni Award*), subject to final approval by the Executive Committee. Develop candidate lists for all three awards, prepare advertisements seeking nominations, solicit supporting materials as appropriate, and review credentials preparatory to selecting proposed recipients; upon approval, draft the citations for the awards.

Communications & Marketing

CHARGE: Provide advice and guidance for NISS staff to build awareness, promote the NISS brand, programs, and events. Use electronic and social media to further develop a presence in the statistics/data science community, and engage the larger communities across sectors (industry, government, and academia) that depend on data and analysis. Define goals (content and timing) for newsletters, social media posts, the NISS website, and other communications. Review communications effectiveness to address branding guidelines, website performance, regular communications with Affiliates, and with the statistics/data science communities. Develop a strategic plan for innovation and improvement.

NISS-media: NISS.org website.

Social Media: LinkedIn, Facebook, YouTube, Twitter, Google Adwords.

Print: NISS Parameters (Newsletter), Affiliates Update, Email marketing.

Finance

Prior to each annual meeting, the Chair of the Board of Trustees shall appoint a Finance Committee consisting of not fewer than two (2) of its members plus the Treasurer, who shall chair the Committee.

CHARGE: Maintain a long-run financial plan for NISS, review on a quarterly or more frequent basis the NISS financial condition within the context of that plan. The Committee shall prepare a written report of its activities prior to the annual meeting.

Ingram Olkin Fund

The Ingram Olkin Fund (IOF) was established to honor the memory of Professor Ingram Olkin drawing attention to current societal issues that could benefit from new or renewed attention from the statistical community.

CHARGE: Create a series of interdisciplinary forums, *Statistics Serving Society*, that will lead to interdisciplinary research to more deeply address issues raised during each forum. Via these forums, bring the latest innovations in statistical methodology and data science into new research and public policy collaborations to accelerate the development of innovative approaches that impact societal problems. Generate from each forum an agenda of statistical action items that are needed to better inform public policy and to generate reliable evidence that can be used to mitigate the problem. Inaugurate cross-disciplinary research collaborations, to address this agenda and to support dissemination of research results.

Evaluation & Compensation

Prior to April 1 of each year, the Chair of the Board of Trustees, as Chair of the Evaluation and Compensation Committee, shall appoint two (2) or more additional Trustees to the Committee.

CHARGE: Convene the Committee to conduct an annual performance assessment of the Director and Deputy Director. On the basis of that assessment, recommend to the Executive Committee the compensations for the Director and Deputy Director for the following fiscal year. The Chair of the Board shall convey to the Director and Deputy Director written summaries of the evaluations.

Graduate Student Network

CHARGE: Create connections among graduate students from different academic institutions, organize activities focused on challenges of graduate programs and plans for students' future careers. Recruit new members, plan and implement a program of meetings, webinars and workshops and an annual student conference where members can present their research. Topics for activities can be technical, can be focused on "soft skills," can draw on career experiences from more senior statisticians/data scientists, or can be social networking events for sharing of peer experiences and issues.