

## **CGS Research and Information Services Committee**

### **I. Definitions**

This committee will be called the CGS Research and Information Services Committee.

### **II. Mission**

The Committee is created for the purpose of advising the CGS staff concerning research and information services activities. The specific purposes of the Committee may include the following:

- Advising on current best practice and research projects, including insights to shed light on explanations of findings;
- Advising on research topics and questions of interest to the graduate community that could be answered by national-level research projects; and
- Promoting CGS and its efforts within the graduate education community.

### **III. Membership and Organizational Structure**

Members shall be the primary (or secondary) representative of a “Regular” CGS member institution, and will be selected and appointed by the CGS President. Appointments are from January 1 until December 31. A term of membership shall be two years, with the option of one additional two-year term. No fewer than seven (7) and no more than eleven (11) members shall serve on the Committee at a given time.

If a member ceases to serve as the primary or secondary representative of a CGS member institution, s/he must resign her/his position on the committee.

### **IV. Procedural Rules**

*Meetings:* The Committee will meet at least once per year, upon the occasion of the CGS Annual Meeting. Additional meetings may be scheduled associated with the CGS Summer Workshop or upon agreement of the Committee.

Notes on each meeting will be kept by CGS staff. Copies will be distributed upon request to the CGS President and will be kept on file by CGS staff.

*Recommendations and Reports:* Any recommendations made by the Committee will be made by consensus. It is the sole prerogative of the CGS President to take into consideration any recommendations that may be made by the Committee. When appropriate, recommendations will be submitted to the CGS President by CGS staff, and a report on the results of any recommendations will be made at the next Committee meeting.

*Associated Costs:* CGS is not responsible for any costs associated with serving on the Committee (including travel, registration, and accommodation costs at the CGS Annual Meeting).