

ARVO Committee Member Fact Sheet

Committees are comprised of volunteer members and chairs appointed annually by the President-elect, and reflect the depth and breadth of ARVO's membership. Members typically serve three-year terms; chairs typically serve one year as a chair-elect and then a two-year term as chair. Except where noted, ex officio members include the President, President-elect, Immediate Past President, Executive Vice President, and Executive Director. A complete list of all ARVO committees, including committee descriptions and current rosters can be found [here](#).

Guidelines for Committee Membership

- All committee members shall be current members of ARVO.
- Committee membership sizes vary depending on the scope of the committee's work. Committee memberships should be staggered to ensure that all committee members are not replaced at once. Ideally, an equivalent number of members should rotate each year.
- Each committee member serves a three-year term, which may be extended for an additional year at the request of the committee chair and by approval of the President-elect. (Awards Committee members each serve a four-year term.)
- The chair-elect serves a one-year term shadowing the current committee chair before taking over as chair of the committee.
- Chairs serve a two-year term, which may be extended for one year by approval of the President-elect and with the agreement of the chair.
- ARVO members are encouraged to serve on no more than two committees simultaneously.

Committee Member Responsibilities

Committees are at the heart of ARVO. For each committee to successfully achieve its charges and goals, it is vital that each committee member fulfill his or her responsibilities.

Each committee member is expected to be an active committee participant, including

- To engage in committee communication and collaboration via ARVOConnect.
- Attend the face-to-face committee meeting at ARVO Annual Meetings during his or her term, and participate in conference calls.
- Possess knowledge and awareness of issues and concerns in the vision research community as it relates to his/her committee.
- Be able to respond to the interests and concerns of ARVO members as it relates to the committee.
- Have sufficient time to fulfill committee assignments (such as reviewing policy documents, organizing workshops, etc.) by assigned dates.
- Actively participate on a subcommittee or task force if requested.
- Respond promptly to correspondence and information requests from the committee liaison, chair, and other committee members.
- Review all relevant material prior to meetings.
- As applicable, identify meaningful topics and possible presenters for workshops held during the ARVO Annual Meeting. Workshops are to be approved and coordinated through the committee chair. This responsibility does not apply to all committees. Support ARVO's goals and objectives.



- Maintain current membership in ARVO during committee term.
- Promote volunteer involvement by maintaining an understanding of activities, discussions and programs.
- Immediately inform the committee liaison and committee chair if personal or professional circumstances change to the extent that they cause disruption in the ability to perform the above listed responsibilities.

Relations with the Community

In their work in support of an ARVO Committee, committee members may develop and maintain relationships with the community-at-large (scientific and otherwise). As such, they are visible representatives of the Association and should use their positions to promote ARVO to the vision community.

Staff Committee Liaisons

Each committee is assigned a committee liaison to assist the committee members in achieving their stated goals. The role of the committee liaison is to ensure strong communication and support between the Board of Trustees and Committees (through the Executive Office). The committee liaison is responsible for communicating back to the Executive Office about committee needs, goals and challenges. Questions related to a specific committee should be directed to the committee staff liaison. Questions about committees in general should be directed to the Manager of Committee Operations (Stacy De La O: sdelao@arvo.org, +1.240.221.2904).

Advocacy and Outreach	Matt Windsor, PhD (mwindsor@arvo.org , +1.240.221.2927)
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Continuing Medical Education	Cathy Conley (cconley@arvo.org , +1.240.221.2930)
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Global Members	Kiah Culver (kculver@arvo.org , +1.240.221.2945)
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