



**INTERNATIONAL
CLARINET
ASSOCIATION**

ICA Committee Chair Handbook

(Revised April 2024)

I. Appointment and Term Length:

Committee Chairs are appointed by the International Clarinet Association (ICA) Board of Directors following a Call for Chair to the membership and commit to serve a two-year term with an option for one additional year until either:

- The chair resigns.
- ICA Board of Directors appoints a new chair.

Specific Chair term guidelines are as follows:

- To maintain consistency among all ICA committees, all chairs will use Sept. 1 of the year they were appointed as the date in which they began their service. (For example: if the chair's service began February 2020, September 1, 2020, will be considered the official date in which their service began.) This includes anyone who was appointed as chair mid-year, etc. due to an emergency replacement.
- Chairs will serve a 2-year term.
- An additional year of service may be requested to serve as chair of the committee by emailing the ICA President with the request and rationale for continued service. Final decision will be put to the ICA Board for approval. This request must be submitted by March 1.
- All chairs who will be concluding their service will mentor the newly appointed committee chair during their final 3 months on their committee.
- Upon conclusion of the term, a committee chair may opt to serve as a member of that same committee for a maximum 2-year term (with no option to request an additional term as a member of that same committee).

- One may apply for a chair position on the same committee on which they previously served following no less than a 4-year furlough unless one is a current member of that same committee and has been serving for two years or less. The maximum amount of time one may serve in combination as a member and chair is 4 years.
- Any committee chair may apply to serve on another ICA committee as a member or chair and will be given full consideration along with other applicants.

II. Duties:

- Identify individuals or groups from ICA membership who are interested in the respective specialization of each committee through an open Call for Committee Member.
- Maintain regular communication with members. Monthly meetings are suggested.
- Encourage individuals to participate in the various activities offered by the ICA, including competitions, research, online activities, and attendance at annual ClarinetFest®. Work cooperatively with other committee chairs, the Board of Directors, the Executive Director, and the other ICA leaders, to promote the interests and activities of the ICA.
- Maintain an active, individual regular membership in the ICA.
- Ensure all committee initiatives are approved by the Board of Directors prior to taking action. You may utilize the ex-officio officer on your committee to relay information to the Board or you may email the President seeking approval for an initiative.
- Report positions open for the committee (both chair and member) to the ICA President and Executive Director by March 1 each year, listing names of those concluding their term on September 1 so Calls can be announced to the membership. (See V. for committee member term limit guidelines.)

III. Annual Reports:

- Committee chairs are required to submit two reports to the ICA President or ex-officio officer describing their successes and challenges in meeting the Board-approved duties prior to the annual ClarinetFest® convention. These reports are due: December 1 and June 1.
- In December and June when reports are due, chairs should submit a full roster of

active committee members for membership validation. If a member is found to not be active, they will be given 30 days to gain membership.

- Failure to deliver reports in a timely manner may result in removal and replacement by the ICA Board of Directors.

IV. Committee Member Participation Evaluation:

- Chairs are responsible for gauging and assessing the participation of committee members on their respective committees.
- Inactive members should be removed from the committee in consultation with the committee's Ex-Officio officer and the ICA Board of Directors.
- Failure to attend at least 50% of the scheduled meetings without justifiable cause of absence, failure to assist in the workload of the committee's undertakings, or similar lack of contributions constitutes member inactivity.
- All committee members must be current regular members of the ICA. Failure to have a regular membership is grounds for removal from the committee.
- Inactive members will be replaced by a Call for Committee Member. The chair may recommend a replacement member if the Call does not produce adequate results.
- Any requests for leave will be handled on a case-by-case basis through the committee chair in consultation with the Board of Directors.

V. Term Limit Guidelines for Committee Members

- To maintain consistency among all ICA committees, all committee members will use Sept. 1 of the year they were appointed as the date in which they began their service. (For example: if the member's service began February 2020, September 1, 2020, will be considered the official date in which their service began.) This includes anyone who was appointed as a member mid-year, etc. due to an emergency replacement.
- Members will serve a 2-year term. A member may contact the chair of the committee no later than May 1 of the year their term ends to request to serve one additional 2-year term (for a maximum of 4 years on that committee.)
- One may apply for a member position on the same committee on which they previously served following no less than a 4-year furlough.
- Any committee member may apply to serve on another ICA committee as a member or chair and will be given full consideration along with other applicants.