ASCB Minorities Affairs Committee (MAC) Charter
November 5, 2020 version

TYPE OF COMMITTEE: Standing Committee of the American Society for Cell Biology

PURPOSE:
The ASCB Minorities Affairs Committee aims to promote the professional development of people from groups excluded due to ethnicity and race (PEER) scientists and the education of PEER science trainees, with the ultimate goals of bolstering the research and teaching effectiveness of PEER cell biologists and faculty members at minority-serving institutions (MSIs). The ASCB MAC has a wide focus in its work, from undergraduate students through graduate students and postdoctoral fellows to junior faculty members at both teaching-intensive and research-intensive institutions.

The Minorities Affairs Committee’s Goals are:

- To support ASCB in its efforts to be a more inclusive society.
- To support and promote awareness of issues related to PEER scientists a central focus of ASCB and its members.
- To promote the professional development of PEER scientists and the education of PEER science trainees.
- To provide opportunities for faculty members at minority-serving institutions (MSIs) to advance their research and teaching effectiveness and to establish long-term professional relationships with other ASCB members.

COMMITTEE MEMBERSHIP:

- Ideal Size: The MAC is an inclusive and diverse committee with respect to race, ethnicity, gender, home institution type, geography, and other categories. The MAC consists of 13 Full Members, 5 Associate Members including liaisons from other ASCB committees (COMPASS and LGBTQ+), and 6 Ad Hoc Members.
- Term Length: New members are appointed to serve as Associate Members for one year, followed by a three-year appointment as a Full Member upon successful reapplication. Members can serve for one additional consecutive three-year term. Ad Hoc Members (non-voting) serve on one of the MAC’s subcommittees and may have variable terms, depending upon the specific programming activity or event. With the approval of the MAC Co-Chairs, a committee member’s term may be paused for a defined period and then resumed, to accommodate a temporary change of circumstance (e.g., sabbatical, illness, family care obligation). In such cases, the period of active committee service in the term remains the same but is extended over a longer time.

The two Co-Chairs of the MAC serve for staggered three-year terms. The Co-Chairs should reflect the diversity of the MAC to the extent possible.

- Average Time Commitment: The MAC expects full members to contribute five to ten hours of service per month, on average, throughout the year. In practice, duties are not evenly distributed, and are heavier when needed for MAC programs (e.g., at the
ASCB Annual Meeting, during summer workshops run by MAC programs, for grant or manuscript deadlines, etc.

- **Membership Type(s):** Full Members, Associate Members, and *Ad Hoc* Members
- **Approval Process:** Potential members are invited annually to apply to serve on the MAC through the open call issued by ASCB. The MAC Co-Chairs evaluate the submitted application materials based on the demonstrated commitment to the values outlined in the MAC’s Purpose (above) and the candidate’s potential to contribute to the Committee as reflected in the provided statement of interest and CV. The slate of presumptive Full Members is submitted to the ASCB Executive Committee for approval. The Associate and *Ad Hoc* Member nominees are approved by the MAC Co-Chairs.

MAC Co-Chairs are selected from the Full Members with at least a term of service on the committee. Co-Chair applicants provide a CV and letter of interest to the current Co-Chairs, who select successors. Final approval of the MAC Co-Chairs is made by ASCB Council.

- **Member Expertise:** MAC members provide expertise to committee and Society programs through the following:
  - Serve as MAC liaisons to other ASCB committees (e.g., WICB, Public Policy)
  - Obtain extramural funding to expand program offerings at the Annual Meeting to meet the needs of ASCB members and potential members, particularly PEER scientists and those at minority-serving institutions (MSIs)
  - Provide programs and activities to help scientists (especially postdoctoral fellows, research associates, and junior faculty members) and trainees (undergraduate and graduate students) navigate career transitions
  - Develop a speakers list of PEER scientists
  - Support the E.E. Just award and lectureship at the Annual Meeting
  - Support the Mentoring Keynote award and lectureship at the Annual Meeting
  - Support the Diversity Keynote and presenters at the Annual Meeting, whose scholarship support diverse practices and diverse persons in science

**AUTHORITY:** Not applicable

**RESPONSIBILITIES AND DELIVERABLES:**

1. Organize and facilitate MAC programming at the Annual Meeting (e.g., E.E. Just award and lecture, Mentoring Keynote, Scholarship of Diversity lecturer; Judged Poster Session, professional development sessions), MAC-affiliated summer workshops (e.g., FRED, IPERT, MOSAIC), and other MAC-coordinated events
2. Disseminate notices about MAC-coordinated programming and ASCB-sponsored activities
3. Review MAC-supported Travel Award applications and administer travel support
4. Assist with the Travel Award mentoring programming
5. Serve as MAC/EdComm Poster Session judges
6. Lead or assist with writing and editing manuscripts and media (e.g., for the ASCB newsletter, *Molecular Biology of the Cell* “Voices” series, or social media channels)
7. Lead or assist with the preparation of grant proposals to support MAC-coordinated programming and with the preparation of manuscripts on the outcomes of MAC programming
8. Participate in the ASCB Community online platform
9. Participate in Mentor Match via the ASCB Community

MEETINGS: The MAC has virtual meetings every other month and one meeting in December, at the ASCB/EMBO Annual Meeting.

SUBCOMMITTEE(S) PURPOSE, DUTIES, AND MEMBERSHIP:

MAC Programming Subcommittee

Purpose: The Programming Subcommittee coordinates grant-supported and other MAC activities.

Duties:
1. Planning and coordinating the programming at the ASCB Annual Meeting and at the summer workshops
2. Preparing and submitting the session descriptions for MAC-sponsored sessions and events at the Annual Meeting
3. Reviewing applications for grant-supported mentoring programs
4. Reviewing the evaluations from ASCB MAC professional development workshops and sessions, and making recommendations for modifications to the workshops/sessions based on the evaluations

Size and Composition: MAC Members; Ad Hoc Members; grant PIs for MAC-sponsored programs, other ASCB members. Subcommittee members need not be MAC members. There is no fixed size limit for this subcommittee.

Term Limit: One year, renewable

Average Time Commitment: In addition to the regular time commitment of a committee member, the time commitment increases to 5 hours per week as the programming begins for the Annual Meeting and the summer professional development workshops.

Approval Process: Subcommittee co-chairs and members are approved by the Co-Chairs of the MAC in consultation with the President and CEO as needed.

MAC Outreach and Communications Subcommittee

Purpose: To increase the visibility of the MAC, ASCB, and PEER scientists to the wider scientific community and the public

Duties:
1. Working with ASCB staff to coordinate contributions to the ASCB newsletter (published eight times/year) and on social media platforms
2. Working with the editor of Molecular Biology of the Cell (MBoC) on recruiting stories for the VOICES column in MBoC
3. Serving as editors for the VOICES and ASCB newsletters.
4. Planning and coordinating ASCB scientific presentations at SACNAS and ABRCMS
5. Ensuring that calls for judging volunteers at SACNAS and ABRCMS are distributed to the ASCB membership, facilitating the identification of speakers for concurrent and plenary scientific sessions, helping to maintain a scientific speakers list database
6. Preparing ASCB materials that could be used for outreach efforts Publicize MAC activities, accomplishments, and members/affiliates on social media (Facebook, Twitter).
7. Creating and maintaining an intake form on the ASCB website for Diversity, Equity, and Inclusion-related news that will be pushed to social media

Size and Composition: MAC Members; Ad Hoc Members; other ASCB members. Subcommittee members need not be MAC members. There is no fixed size limit for this subcommittee.

Term Limit: One year, renewable

Average Time Commitment: In addition to the regular time commitment of a committee member, the time commitment increases to 5 to 10 hours per month during periods when planning for sessions at ABRCMS and SACNAS and meeting editorial deadlines for VOICES and ASCB newsletter.

Approval Process: Subcommittee co-chairs and members are approved by the Co-Chairs of the MAC in consultation with the President and CEO as needed.

**MAC Nominations and Membership Subcommittee**

Purpose: The Nominations and Membership Subcommittee works to increase the representation of minorities within ASCB leadership and in national, regional, and local ASCB-organized activities.

Duties:
1. Building, updating, and maintaining the PEER scientist/speakers list database
2. Working with the ASCB Annual Meeting Program Committee and other Committees to ensure that the program reflects the diversity of ASCB’s membership and the nation
3. Soliciting and selecting MAC lectureships and keynote speakers (E.E. Just award and lectureship, Mentoring Keynote, and Scholarship of Diversity speaker)
4. Communicating with MAC members about their duties and terms (beginning and ending)
5. Coordinating nominations for MAC membership on the ASCB Council, ASCB Fellows, and other honorific awards and committee or task force positions within the Society
6. Communicating with ASCB members who indicate a desire to volunteer in MAC-coordinated programming and events
Size and Composition: MAC Members; *Ad Hoc* Members; other ASCB members. Subcommittee members need not be MAC members. There is no fixed size limit for this subcommittee.

Term Limit: One year, renewable

Average Time Commitment: In addition to the regular time commitment of a committee member, the average time commitment for this committee is approximately 1 to 2 hours per month.

Approval Process: Subcommittee co-chairs and members are approved by the Co-Chairs of the MAC in consultation with the President and CEO as needed.

**MAC Fundraising Subcommittee**

Purpose: Obtaining new awards and other sponsored funding from federal and foundation sources and industry.

Duties: The Fundraising Subcommittee is responsible for:
1. Seeking funding for MAC programming at the Annual Meeting and at summer workshops that are not allocable to federal grants (e.g., MAC networking in evenings at Annual Meeting or summer workshops)
2. Identifying and applying to funding opportunities and sources (prior and new)
3. Working with the Marine Biological Laboratory staff to coordinate a summer MAC meeting
4. Working with ASCB leadership to ensure that any extramural grant applications or other solicitations for support by the MAC comply with Society rules.

Size and Composition: MAC Members; *Ad Hoc* Members; other ASCB members. Subcommittee members need not be MAC members. There is no fixed size limit for this subcommittee.

Term Limit: One year, renewable

Average Time Commitment: In addition to the regular time commitment of a committee member, the average time commitment for this committee is approximately 1 to 2 hours per month. The time commitment will be more significant when funding proposals are being developed.

Approval Process: Subcommittee co-chairs and members are approved by the Co-Chairs of the MAC in consultation with the President and CEO as needed.