

## **PROPOSAL SELECTION COMMITTEE**

Updated January 2020

### **Committee Description and Responsibilities**

This Committee is responsible for reviewing and accepting proposals for Research Interest Groups, Collaborative Sessions, Posters or other formats in which scholarship done by the members is to be presented at the Annual Meeting. This important role significantly impacts the research promoted, voices heard, and conversations held at REA to advance the field of religious education.

This Committee seeks to enhance religious education in several ways by:

- Developing, in consultation with Program Chair, Executive Secretary, and Networking Coordinator, protocols and guidelines for proposal submissions, presentations, and moderation of sessions;
- Reviewing and selecting proposals for presentation at Annual Meeting;
- Notifying those who submitted proposals of selection results;
- Making recommendations to those who submitted proposals to make adjustments, when necessary, for their work to be accepted for presentation at the Annual Meeting;
- Corresponding with presenters, including reminders about deadlines, eligibility and formatting requirements, presentation guidelines, and responses to inquiries;
- Acting as liaison with presenters at Annual Meeting;
- Developing, administering, and compiling results of evaluations of breakout sessions.

The Committee is composed of the Chair and two members, all elected by the REA membership for a two-year term, renewable for one additional term. Additional REA members may be invited by the Chair to serve during that Chair's term such that the work of the committee can be accomplished thoroughly and efficiently. The Chair serves as a member of the REA Board of Directors and the Program Planning Committee.

### **Chair's Responsibilities and Requirements**

- Update information on REA website, providing clear information and deadlines for the membership to submit proposals.
- Establish procedures and the timeline for Committee work in preparation for the annual meeting.
- Conduct Committee meetings and oversee the fulfillment of the Committee's responsibilities, including instructing the Committee in review and selection procedures.
- Report to the Board on historical data on submissions and presentations and evaluations of breakout sessions.

- Meet these expectations of all REA Board members:
  - o Maintain current REA membership.
  - o Attend Board meetings:
    - the spring Board meeting in February or March, in person or online;
    - the Board meetings before and after the Annual meeting, in person or online.
    - the REA Annual Business Meeting;
    - the Advisory Council meeting, held after the Annual Meeting.
  - o Attend REA annual meeting and assist with moderating sessions, hosting speakers, interpreting Board actions to members, taking notes, and similar activities.
  - o Submit annual reports to the Board on the activity of the Committee.
  - o Serve on the Nominating Committee during the final year of one's term.
  - o Assist in articulating and communicating REA's identity and vision for a broad audience.