

ESIP Member Handbook

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DRAFT

Process: Below is the current New Member Welcome Packet, which exists digitally, and is available from the ESIP Partnership wiki page under “Resources” Block. The initial goal is to use this as a seed for the new Member Handbook Table of Contents. Please edit and augment the text below as necessary; indicating your changes with comments or colored text, etc. Partnership Committee will review at next (Sept) meeting.

1. Introduction
 - [ESIP History + Mission + Core Values](#)
2. Important Links
 - [Member Benefits](#)
 - [Subscribe to Monday Update](#) - Once a week update about all things ESIP
 - [ESIP Meeting Information](#) - Summer Meetings are usually roving, while Winter Meetings are typically in Washington, DC.
 - Discount for members - ESIP members get a reduced meeting registration rate
 - [ESIP FAQ](#)
3. Group Processes
 - Assembly Meetings - The ESIP Assembly meets once a year in January at the ESIP Meeting
 - Voting - As a member, your organization gets one vote. You (or your voting representative) will be requested to vote on new partners, ESIP leadership and on official ESIP documents
 - [Policy Documents](#)
 - [Draft Code of Conduct](#)
4. Ways to Engage
 - [Join Collaboration Areas](#)
 - [Apply for Testbed Funding](#)
 - Submit a meeting session or poster to the ESIP Meetings
 - [Student Opportunities](#)
5. Contact Us (Appropriate Contacts for Help)
 - [ESIP Leadership](#)
 - [ESIP Staff](#)

Proposed New Member Handbook structure

- Introduction [pre-amble, or similar?]
 - [History, mission/vision, and values](#)
- Membership
 - [How to become a member](#),
 - what it means to be a member, [slightly different from 'Benefits of membership']
 - [Code of conduct](#),
 - [Benefits of membership](#)
- Organization
 - [Governance](#)
 - [Officers](#), and [staff](#)
 - committees,
 - working groups
- Meetings
 - [Semi-annual Meetings](#),
 - [Collaboration telecon schedule](#)
- Outreach/Ways to Engage
 - [Collaboration opportunities](#),
 - [testbeds](#),
 - Funding Fridays,
 - [Student opportunities](#)
 - [Monday Update](#) news letter
- Administration
 - Policies and Procedures,
 - [Constitution and Bylaws](#)
 - elections, voting rules (at a glance; and other topics outside of P&P)
 - [FAQ](#)