

Proposals for Consideration by the Board of Directors (BoD)

Introduction: Most proposals to be considered by the BoD are anticipated to arise out of the annual strategic planning process by each Committee and thus would be considered at the annual February meeting of the BoD. Thus, to ensure adequate information is provided to the BoD to enable an informed discussion, proposers should use the 'Proposal Development Form' as a guide.

The 'Proposal Development Form' is available on the ASM governance web site. We anticipate that this form would primarily be used by Committees of ASM when they have significant proposals to discuss (either a change in direction or requiring significant funds).

Proposal Development Form

Instructions: Please provide as much detail as possible regarding the proposed program and make note of the due date for submission for consideration at the February Board of Directors meeting. *Instructions for what should be considered within each subsection are indicated in blue. Please try to limit your proposal to 3 pages, single spaced.*

Proposed by: [Provide name of Committee or sub-committee and name of primary contact]

Short description of goals of the program: [~2-5 sentences. What is the goal of the program? Will the program build awareness, appreciation, understanding, competencies and/or partnerships?]

Background Information: [What led to the development of this proposal? Why is the program needed? What 'gap(s)' is/are being addressed by the program?]

Detailed description of program: [Description of the program goals, how it would be set up, etc. Include discussion of benefit to ASM membership. Which group(s) within ASM or other(s) would benefit from the program? How would one solicit feedback from these groups during the design/development phase to ensure their needs are met? Please indicate how the program might provide opportunities to advertise ASM and/or recruit members.]

Describe potential impact of the program: [Is this proposal part of a larger initiative and if so how would it contribute to the larger project? How might the program advance the microbial sciences?]

Is this a proposal for a pilot program or a recurring program? [If proposal is for a pilot program indicate how long it would run before evaluation for continuation.]

How will the Program be assessed? [How will success be measured and what tools will be implemented? What will success look like? If this is a recurring program, how long should it be allowed to endure before evaluating the program for success?]

Potential financial impact of the program: [Include expected cost/year and/or expected revenue. Will the program require new resources or will existing resources be repurposed? Are external funds available to support the program? It would be helpful to provide a ½ page budget and include potential non-ASM funding sources. You may want to consult the Treasurer/Finance Committee.]

What other Committees might be impacted by this proposal and how? [Is this a collaboration between groups within ASM? You may want to consult Chairs and Directors of other committees that could be affected or could get involved with the proposed Program. Please provide statements from each collaborator describing how he/she may contribute or complement the project. Each collaborator should also include any requirement he/she may need to succeed.]

Are there potential external collaborators/partners? [Is there a similar need among other professional societies and if so how are they addressing the gap? Are they potential competitors or potential partners? How might they detract or challenge ASM from achieving success?]

Additional considerations:

Program plan: [What is the project timeline? How much lead time is required for planning before the program is available to members or others?]

Intellectual property: [If there is potential to generate intellectual property, what are the plans to protect the property? Who may have access to the property?]

Inclusivity and diversity: [What are the plans to ensure that the program is inclusive across diverse populations including gender, racial, cultural, economic, educational and professional boundaries? How would one reach these diverse populations? What does success look like?]