



**LICENSING EXECUTIVES SOCIETY
INTERNATIONAL**

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LESI COMMITTEES BEST PRACTICES GUIDE

2012-2014 Edition



BEST PRACTICES GUIDE

So you have been appointed a Chair or a Vice-Chair of an LESI Committee. Congratulations and thank you for accepting this important appointment. But now what? What do you have to do and what is the best way to go about doing it?

These are questions that first-time (and even experienced) Chairs and Vice-Chairs struggle with when appointed. And these are all questions for which there are no hard and fast answers. What you will do and how you will do it will often end up depending upon so many different factors that the best one can hope to do is to receive guidance from others as to what practices have worked for them and what has not.

Accordingly, we have prepared this guide of practices which time and experience have shown to be Best Practices to use in order to get the most out of your Committee. Approach it with an open mind and an adventurous spirit and we believe that you will find it a useful tool for your tasks. These Best Practices are focused on the IPR Committees but many of them are equally appropriate for the Management Committees.

This guide includes the following sections: First Steps, Pre-Term Preparation Activities, In-Term Activities and Post-Term Activities.

First Steps

Once appointed, you are faced with an immediate choice: Do I start planning now or do I pat myself on the back and take some time off before plunging in? What you do is your choice. After all, your term does not even officially start until the end of the Fall International Delegates and Management Meeting (IMDM). And a short vacation before plunging in is tempting ...

But experience has taught that the period between being appointed and starting your term is important in providing the opportunity get your term off to a running start. Using that time to: structure your Committee; inform yourself on what the Committee has been doing and what it will need to do; formulate the projects you will wish to conduct when assuming leadership; prepare Action Plans for each project and reviewing; and update the Committee documentation will help you to be ready to go when the time comes.

It is also important to make certain that you be in close contact with the outgoing leadership of the Committee. This will let you better know what projects you will be “inheriting” from the previous leadership. In addition, you will be able to best ensure that you will have the ability to review and provide input into the Committees Activity Report submitted by the Committee for the Fall IMDM which Report has to include the Committees Budget request for your term.



Best Practices: Establish and stay in close contact with the outgoing Committee leadership, especially to understand what Projects your Committee may be inheriting, who has been active and who has not and to ensure that a proper Budget is developed and the Committee's Budget Request is properly included in the Committee's Activity Report which is to be forwarded to the LESI Administrative Office for the Fall International Delegates and Management Meeting.

Pre-Term Preparation and Activities

Prior to starting your term as Committee Chair/VC, the following preparations and activities will need to be done:

Establish Committee's Structure

Prior to the Fall IMDM, you and your (Co)-Chairs and VCs will need to:

1. Decide on the Committee's structural organization, including the Committee positions to be filled and the role of each position in the Committee;
2. Prepare objectives for each Committee position; and
3. Decide on, contact and secure agreement from those individuals you are asking to fill the various Committee positions

Review and Provide Input to Committee Activity Report

You and your (Co)-Chairs and Vice-Chairs should review the Committee Activity Report for the Fall International Delegates and Management Meeting to provide appropriate input. In this regard, since THE BUDGET REQUESTS FOR YOUR TERM ARE MADE IN THAT ACTIVITY REPORT, AT THE VERY LEAST, YOU SHOULD PROVIDE INPUT FOR THAT.

Review and Update Committee Documents

Before the Fall IMDM, you and your (Co)-Chairs/VCs should review, revise, & update:

1. The Committee's Mission Statement as stated in the By-laws;
2. This Manual
3. The Committee's recent PowerPoint presentations; and
4. The Committee's Web Pages and Committee information on the LESI Website following the LESI Website Policy Guide



Committee Structure

All Committees are comprised of those who are actually serving on the Committee in a position, such as a Chair, Secretary, Webmaster, etc., (the Committee Officers or Board) and the Committee's General Membership (sometimes known as the Committee Interest Group) which are all those persons who have "ticked the box" in their profile indicated that they are interested in receiving information concerning your Committee's activities.

When you know what you have and what you want to achieve, you can then determine the organizational structure best suited for your Committee. This should be done as quickly as possible so that Officers of the Committee are in place to participate in further activities in a timely manner. While you can choose any structure you desire, experience has shown that, at a minimum, you should consider including the following positions in your Committee:

Co-Chair(s)

Traditionally, LESI Committees had two Co-Chairs. The Society is now moving to a laddered Past Chair, Chair and Chair Elect structure. While some Committees strive for geographical diversity others do not. What is important is your ability to work cooperatively and collaboratively with your Co-Chairs and the remainder of your Committee.

Vice-Chair(s)

Most Committees have at least one Vice-Chair. You may wish to vary the number of Vice-Chairs to ensure divisions of labor, responsibilities, etc. Some larger, more active Committees have been known to have three or even four Vice-Chairs. Vice-Chairs are also a useful way for your Committee to have a measure of geographic diversity in its leadership.

Secretary

Each Committee must ensure that certain papers and documents are completed and submitted in a timely manner. Examples are Committee Activity Reports, Transition Plans and costs reimbursement requests. It is highly recommended for each Committee to have a person, usually a Committee Secretary, dedicated to such tasks. This person is often also charged with helping organizing Committee Meetings and taking and maintaining their minutes.

Board Liaison and Past President Advisor

Each Committee must have a person who will serve as Liaison to the LESI Board, generally a LESI Vice President. Select Committees will also be assigned a Past President Advisor.



Committee Webmaster

Each Committee will be responsible for keeping the content of its Web Pages up to date on www.lesi.org. It is highly advisable to secure a Committee Member who will act as your Webmaster for this and other Web tasks.

Project Coordinators

Each Committee will have yearly objectives or goals. To achieve these, you will need to formulate Project Plans. Project Coordinators are Committee Members who will take ownership of a Project and drive it through to completion.

Society Liaisons

These are individuals located in the various Member Societies who act as Liaison between your Committee and relevant Committees of the Member Society (or in the absence of a relevant Committee, with the Member Society itself) to improve communication and increase mutual cooperation and assistance between the Committee and the Member Society.

Les Nouvelles, Coordinator

Person responsible for securing articles for *les Nouvelles* on behalf of the Committee and in assisting Committee-organized articles to get published in *les Nouvelles*.

Workshop Coordinator

Person responsible for organizing Committee-Organized Workshops at the LES USA/Canada Annual Meeting and at the LESI Annual Meeting .

It should be noted that one needs to look logically at the Workshops Coordinators positions and that, for most Committees, one Coordinator for the LES USA/Canada Annual Meeting and one for the LESI Annual Conference will suffice.

General Committee Membership

Finally, to increase participation in your Committee by including more of its “General Membership”, consideration should be given to creating the following:

To widen the circle of active participation in Committee activities, some Committees have successfully organized a “Core Group” of Committee Members who, while not Officers of the Committee, have nonetheless pledged to step in to assist whenever possible. Such Core groups can serve as an invaluable resource for organizing and speaking in Workshops and in lending assistance on various Projects when needed. In exchange, Core Group Members receive certain incentives, such as first choice to organize and/or speak at Committee-organized Workshops, etc.



Do not forget that your Committee includes its General Membership (that is to say, all persons who have indicated their interest in being informed of the Projects/activities of your Committee by “ticking the box” in their Profile) and LESI in general. Thus, never forget to communicate with your General Membership on a regular basis and to seek their input and advice whenever and wherever possible. You are able to see the names of all persons who have “ticked the box” for your Committee by using the search engine of the Membership Directory that is available at www.LESI.org

You should secure the written agreement of each person filling a position in your committee.

Best Practices: Experience has shown that the most effective Committees are those that have a well-defined and clear structure with Officers who make up a Board that devises and sets policy and Projects. In this regard, in addition to Chairs & Vice-Chairs, experience has found that having a Committee Secretary, Board Liaison, Webmaster, *Les Nouvelles* Coordinator, Workshops Coordinator(s) and Project Coordinator(s), all of whom are in regular contact and who have clearly defined roles and responsibilities (as set forth in the Job Descriptions), are all useful for a successful Committee. Use of a Core Group as a resource for ideas and labor is also recommended and has proven successful in the past.

Committee Activity Report

You and your (Co)-Chairs/Vice-Chairs should review the Committee Activity Report being prepared by the outgoing Committee leadership for the Fall International Delegates and Management Meeting and to provide appropriate input. In this regard, since THE BUDGET REQUESTS FOR YOUR TERM ARE MADE IN THAT ACTIVITY REPORT, AT THE VERY LEAST, YOU SHOULD PROVIDE INPUT FOR THAT.

It is recommended that current Chairs send a copy of what they proposed to file to the incoming Chairs at least two weeks before filing to permit them to adequately review the document and provide their comments and input thereon, including their input as to what Budget should be requested for the following year and for what.

Best Practices: It is recommended that incoming leadership provide input for the Committee Activity Report for those Projects which it will inherit. It is also recommended that Budget Requests be as detailed and well-reasoned as possible. You are not “married” to these Budget Requests and they can be amended downwardly during your term (although increases may be problematic). Be clear as to what amounts are being requested for what purposes and Projects.



Review of Committee Documents

Before the start of the Fall LESI International Delegates and Management Meeting, you and your (Co)-Chairs/ Vice-Chairs should have reviewed, revised, updated the following Committee Documents and submitted them to the LESI Administrative Office:

1. The Committee's Mission Statement;
2. The Committee's PowerPoint Presentation; and
3. The Committee's Web Pages and information on LESI web site following the LESI Website Policy Guide.

Each Committee has a Mission Statement shown in the By-laws that is a brief description of the Committees mission and objectives within LESI. Such Mission Statements generally do not change from year-to-year unless the scope of the Committee's remit changes and the By-laws are formally amended or the IPR Committee descriptions in the Annex are updated. Each Committee's present Mission Statements can be found herein.

Copies of each Committee's PowerPoint presentation should be posted on the Committee's Web Site. If not, copies should be obtained from the previous leadership. The presentation is included on a template that should always be used. The template slide can be downloaded from the LESI Website or obtained from the LESI Administrative Manager.

The Committee's Power point presentation is characteristically specific to its status and activities of the current term. Typically, it includes information such as the identity and contact information of current officers, the Committees membership and the Committees current projects. As such, the Committee's Power point presentation will likely need extensive revision by the new leadership.

After your first meeting, it may be necessary to modify this document. It is advised that within one month of the start of your term, such a review be completed with all revisions being submitted to the LESI Secretariat.

Best Practices: The existing Committee Power point presentation should be carefully reviewed and all preliminary revisions thereto made prior to the Fall Conference where you and your team will assume leadership of the Committee. That way you can use it at your Meetings (both among the new leadership and the General Membership of your Committee) at the Fall Conference. After your first meeting at the Fall Conference, and as you further develop your Projects, you should once again review and revise the Power point presentation as appropriate and make certain that the previous version is removed from your Committee's Web pages and replaced with the most current version.



Web Pages and Information on LESI Web Site

Each Committee should review not only their Web Pages but also that information concerning the Committee present on other pages of the LESI Web site.

Once again, like the Committee's Power point presentation, the Committee's Web pages and the information about the Committee on the LESI Web Site, is characteristically specific to the Committees status and activities of the current term. Typically, such information as the identity and contact information of the Committee's current officers, membership information and current projects. As such, the Committee's Web pages and the information about the Committee on the LESI Web site will likely need extensive revision by the new leadership.

Care should be taken to remain within the guidelines set forth in the LESI Website Policy Guide when posting information on the Website.

Best Practices: The Committee's Web pages and information on the LESI Web Site should be carefully reviewed and all preliminary revisions thereto made prior to the Fall Conference where you and your team will assume leadership of the Committee. These updates and revisions should be brought on-line either just before the Fall Conference (with the coordination with the outgoing leadership) or just after that Fall Conference. This is done in conjunction with the LESI Administrative Manager and the LESI Webmaster. Thereafter, and as your Committee further develops its Projects, you should continually review and revise the Web pages and information on the LESI Web Site, as appropriate, and make certain that out-of-date information is removed from your Committee's Web pages and replaced with the most current version.

In-Term Activities

During your term as a Committee (Co)-Chair, the following will need to be done:

Communications Plan: "Welcome" and "Introduction" Messages

Good communications being key, a Communications Plan should be prepared setting forth when and how Communications among the Committee Officers, and between the Committee Officers the Committee's General Membership, that provides for, *inter alia*, the following:

1. That departing (Co)-Chairs should send all Committee Members a "Welcome" message (by e-mail) introducing you and the new Committee leadership; and
2. That the incoming leadership should follow this up with an e-mail to the Committee's Members introducing yourselves and setting forth what the Committee's plans and Projects will be for your term.



Decide on Projects and Prepare and Submit Committee's Action Plans

You and your (Co)-Chairs and VCs will need to do the following:

1. Decide on what Projects the Committee will conduct during your term; and
2. Prepare and submit, to the LESI Liaison, Action Plans for each Project the Committee will conduct to achieve its goals, as well as any other objectives the Committee may have.

Best Practices: Your Communications Plan will ideally provide for regular telephone conference calls between the Committees Board (or Officers). Monthly or bi-monthly conference calls have been found to be best in this regard. Such Conference calls should have a clearly established agenda and timing. The Communications Plan should also include the scheduling of the Meetings to be held at the IMDMs and Conferences. Finally, the Communications Plan should provide for regular communications from the Committee leadership to the Committee General Membership to inform the General Membership of the Committees activities and invite the General Membership to participate in those activities. Normally, such communications are made by e-mail (in the form of a newsletter) that is sent quarterly. In this regard, such a newsletter should be sent even if the Committee has little or no additional information to communicate to its General Membership. Regular communications increases interest in the Committee and increases the feeling of the Committee's General Membership that they are stakeholders in the success of the Committees various Projects.

Projects and Action Plans

Every Committee is expected to conduct various Projects over the course of your term that are designed to achieve one or more of the Committee's goals.

The type, number and scope of such Projects will vary greatly depending upon the Committee, its Deliverables and its additional objectives. Typically, your Committee will conduct Projects designed to achieve the following:

1. Develop content (e.g., workshops) for the LESI Annual Conference and the LES USA/Canada Annual Meeting (or other Conference where the International Delegates Meeting is held) that will attract members from your Industry Sector. It will be important to coordinate these efforts with the respective Meeting Chairs;
2. Ensure that it has membership representing LES Member Societies in all major geographical regions;
3. Generate at least one article for *les Nouvelles*;
4. Prepare at least one webinar.



5. Keep the Committees pages on the LESI web site up to date with basic information about the committee (e.g., chair contact info, mission statement, Information on Projects) and other news or information that is relevant to your sector or committee;
6. Establish and maintain liaisons to equivalent industry groups of Member Societies or, in the absence of such groups, with the Member Society itself;
7. Have at least two Meetings each year (at the LESI Annual Conference and the LES USA & Canada Annual Meeting) of the General Membership of the Committee; and
8. Any other deliverable assigned to your Committee or ideas that appeal to you and those in your sector. Be creative.

Best Practices: Be daring in your choice of Projects (what do you have to lose?). Try to choose and structure Projects that can be completed within your term since there is no guarantee that the next leadership will continue with it. Make certain that each Project has well-defined goals and metrics, so its success can be properly judged. Each Project should be directed to address a specific Deliverable or objective. Preferably, each Project will also achieve or contribute to achieving other (secondary) Deliverables or objectives. Each Project should be assigned to a specific owner or owners who will be responsible for carrying it out. Preferably, Project Owners are not to be Committee Officers, unless the Project clearly falls in their responsibilities, as set forth in their job description. If more than one owner is assigned to a Project, then one of the assigned owners should be designated as the primary owner who will be responsible for overall Project Coordination and who will serve as the contact person for the Committee leadership.

Action Plans

Every Committee is required to formulate Action Plans for the Projects & activities it plans to conduct over the next year to achieve its goals and its objectives.

Action Plans are intended to provide the Project owners with a roadmap as to how the Committee expects the Project to proceed and the timelines involved therewith. The Action Plan should also include a budget (if one is needed) for such activities and the name(s) of the Committee Member(s) responsible for such Projects/activities.

The Action Plan should be specific as to which goal(s) it is designed and expected to address. The Action Plan should also set forth who in your Committee will be responsible for conducting each part of the Action Plan and the timelines involved. Your Action Plan will need to be submitted to your LESI Liaison Committees by December 1st. You may receive feedback from the LESI Board on the submitted Action Plan that may result in the Action Plan(s) being revised.

Best Practices: The Action Plan should include steps or milestones that are expected to occur and general timelines involved therewith. Try to accomplish as many goals as possible by the



Planning Meeting -- experience shows that momentum often tends slows down at the beginning of the new year. The Action Plan should also include a budget (if needed) for such activities and the name(s) of the Committee Member(s) responsible for such Projects/activities.

Committee Report for Annual Report

Preparation of the Annual Report of your Committee's activities for the year preceding the one that you are presently serving is to be prepared by the outgoing (former) leadership. The previous leadership should submit the Report to you by November 15th for your review or such other time as may be agreed with the outgoing leadership. The date for such submission to you should be included in the Transition Plan (see below). If for some reason, the previous (outgoing) leadership does not prepare this Annual Report, it will fall on you to do so. The Outgoing (former) leadership is to prepare the Report and send it to you in time for you to submit the report to the LESI Administrative Office before December 1st for inclusion in the Annual Report.

It is the responsibility of the current leadership to ensure that the Annual Report is actually submitted to the LESI Administrative Office in a timely manner. More information on the form and content of this Committee Report is set forth below.

Best Practices: Keep in regular contact with the outgoing leadership and encourage them to prepare this Report as soon as possible. All too often outgoing Chairs simply "forget" to prepare this document and the longer that it takes to get it prepared, the more difficult it is to prepare and to secure. To help reduce this risk, the Transition Plan should include a timetable for the preparation and submission of this Report.

IMDMs and Planning Meeting

Best Practices: Attend the Fall IMDM and shadow the outgoing Chairs/VCs. Doing so will help you understand what you will need to do, to what will be expected of you and will help you to meet the people you will be working with during your term. Secure the agreement of the outgoing Committee leadership to introduce you to the Committee's General Membership at the General Membership Meeting and to permit you a few minutes to address the General Membership. Make certain that you have reviewed and given input to the Committee's powerpoint presentation to the Delegates.

LESI Planning Meeting

This is your inaugural LESI event as a Chair – make the most of it. If invited by the LESI President (and usually all Committee Chairs are invited), you will be expected to attend the LESI Planning Meeting. What will be expected of you during that meeting will be explained by the LESI President. If you cannot attend this Meeting then you should make certain that one of your Co-Chairs, Vice-Chairs or other Committee member should attend to represent the Committee.



Best Practices: If at all possible, it is highly recommended to attend the Planning Meeting. It helps set the tone for what the President wishes to achieve in his/her term and gives you a better insight into the workings of LESI and who is who in the organization. It will also give you a better insight into just how the organization runs – an insight that is often unable to be obtained in the larger and more formal setting of the IMDMs. Because the Planning Meeting attendees must cover their own costs at these Meetings, responsibility for attending the Planning Meeting should be established as soon as possible during your term.

Spring LESI Annual Conference International Delegates and Management Meeting

Best Practices: Make certain that your Committee has representation at the IMDM. Because Committee Chairs must cover their own costs at these Meetings, all Chairs and Vice-Chairs are encouraged to contact their LES Member Society (who sometimes pay the fee of its International delegates for those Meetings) and offer to serve as a Delegate to that Meeting for the Member Society. In this regard, responsibility for attending the Meetings can be shared among the Committee Officers and who will attend which Meeting(s) should be established as soon as possible during your term.

It is also recommended that, at least two weeks prior to the Annual Meeting, the Committee leadership send an e-mail “blast” to its General Membership informing them of the time, date and location of the General Membership Meeting and inviting the General Membership to attend.

Fall USA / Canada Annual Conference and International Delegates and Management Meeting

Best Practices: Make certain that your Committee has representation at the IMDM. Send the Committee Activity Report and the Committee’s presentation(s) to the International Delegates to the incoming leadership as soon as possible to receive and include their comments thereon/input thereto. Contact incoming Chairs to arrange for introducing them to General Membership.

The end of the Fall Conference marks the end of the former leadership and the start of the new leadership term. To facilitate this transition, it is recommended that during the Meeting:

1. The outgoing leadership has its final meeting among themselves before the official handover;
2. The handover from the outgoing leadership to the Incoming leadership be done at the conclusion of the Committees General Membership
3. The incoming leadership have its first official Meeting during the Annual Meeting.

It is also recommended that, at least two weeks prior to the Annual Conference, the Committee leadership send an e-mail “blast” to its General Membership informing them of the time, date and location of the General Membership Meeting and inviting the General Membership to attend.



Conduct Committee Activities

You should be ready to start implementing your Committee's Action Plan and Communications Plan when your term commences, ensuring that the projects in the Committee's Action Plan are conducted to the best practical extent possible and that, at the very least, the Committee's goals are met; and the Committee has regular and periodic contact both among its leadership and with its General Membership;

In this regard, consideration should be given to the following:

1. Reporting to the Committee's General Membership on the Committee's activities planned for the upcoming Conferences a few weeks prior to the Conference and then follow-up with a report of how those activities went a few weeks after the Conferences; and
2. Periodically reporting to the Committee's General membership on the progress of the Committee in achieving its Action Plan.

Please note that, when conducting your Committees activities that you and the members of your Committee take care to stay within the LESI Standard Operating Procedures for contacts with External Third Parties.

Best Practices: Once your Project Coordinators have devised an Action Plan that the Committee accepts to be implemented, let them run with it. Interfere as little as possible. Also, start implementation of your Projects and their associated Action Plans as soon as possible. Experience has shown that most work on Projects and Action Plans gets achieved before the Planning Meeting and, thus, time is often of the essence.

Other "To Do" Activities

You and your (Co)-Chairs/VCs, will also need to establish & continually update:

1. The Committee's Web Pages on the LESI Website following the LESI Website Policy Guide (see TAB 8 of the IPR Committees Operations Manual);
2. The Committee's PowerPoint Presentation; and,
3. The Committee's information on the LESI Website.

Best Practices: It is recommended to have a Committee member responsible for keeping these documents up-to-date and that the Committee mandate that that these documents be reviewed at least bi-monthly to ensure that they are current. These documents and information are often the first thing that the Committee's General Membership and the general public see concerning the Committee and their impressions of (and their interest in) the Committee is often formed by the state and content (complete or not, current or not, interesting or not) of those documents.



Committee Activity Reports

The Committee Activity Reports are among the most important papers that your Committee will be asked to submit. The Committee Activity Reports are intended to be a comprehensive, yet brief description of your Committee's activities since assuming your term.

It is recommended that your Committee's Activity Report should reflect the status of those activities set forth in your Action Plans. You will also be asked to give a review of which Committee members participated in what activities during the period in question. The templates should be employed from the day your term starts so you can correctly record information. As with all such documents, it is recommended that they be prepared as soon as possible and that your Committee does not wait until the last moment to prepare and submit it.

Best Practices: It is recommended that the Committee Activity Report should be a living document that is prepared as soon as possible and then which is updated as your term proceeds. That way items in the Activity Report, such as what Committee Members were active doing what will be as complete and accurate as possible. Normally, responsibility for preparing and filing the Committee Activity Report will fall on the Committee Secretary.

Transition Plan

On or before August 15th once a new Chair has been announced, you and your (Co)-Chairs/VCS will need to submit to the LESI Liaison a copy of your Committee's proposed Transition Plan to ensure a smooth and orderly transfer of functions from outgoing leadership to the incoming leadership.

The transition between outgoing and incoming leadership occurs at the end of the Fall LESI International Delegates and Management Meeting (usually held at the conclusion of the LES USA and Canada Annual Conference except when the LESI Annual Conference is held in USA or Canada). That Meeting is the last official one for the current (Co)-Chair(s)/VCS, and the new (Co)-Chairs/VCS officially assume their duties at the conclusion of that Meeting. Consequently, it is an excellent opportunity for current (Co)-Chairs/VCS to wrap up old business and for incoming (Co)-Chair/VCS to hold a planning meeting, as many Committee Members are likely to attend the Conference that is held before the IMDM.

Best Practices: The Transition Plan should provide for and specify dates on which contacts between outgoing and incoming leadership will be held, the documents and information will be transferred (including how they will be transferred) and the date on which the outgoing leadership will transmit the copy of the Committee's Annual Report for inclusion in the LESI Annual Report. Also useful is for the outgoing leadership to transmit a draft of the Transition Plan to the incoming leadership for their input and comments before finalizing and sending to the LESI Administrative Office.



Post-Term Activities

Following the end of your term as Committee (Co)-Chair/VC, you will need to assist the new Committee leadership and (Co)-Chairs/VCS in the following:

1. Preparation of the Committee's Annual Report of your Committee's activities for the year that you served for submission by the current Committee leadership to the LESI Administrative Office for inclusion in the Annual Report;
2. Preparation and sending of the "Welcome" message to all Committee Members welcoming the new Committee leadership; and
3. Wherever and whenever possible to bring about a smooth and successful transfer of duties to the new leadership

Preparation of the Annual Report of the activities conducted by the Committee during your term as (Co)-Chair/VC will be the last remaining duty you will perform. You should submit the Committee's Annual Report for your term to the new leadership by December 1st, so that they may review the same and send it to the LESI Administrative Office by December 15th for inclusion in the LESI Annual Report.

Best Practices: It is recommended that the previous leadership do this as soon as possible and NOT wait until the last moment. Keep the Annual Report short and succinct.

It is recommended that you interface with the incoming leadership on the form, content and date of sending of this "Welcome" Message.

As part of such a Communications Plan, it should be provided that you, the departing leadership, should send the Committee General Membership a "Welcome" message (by e-mail) introducing the new Committee leadership.