

Guidelines for National Chapter Committee tasks, organization and management of InterPore National Chapters

Preamble

The objective of this document is to provide guidelines for National Chapter Committee (NCC) tasks and the organization and management of InterPore National Chapters. These guidelines are developed with consideration for both the diversity of situations encountered in different countries—which may require specific structures in terms of budget and administrative aspects—and the goal of promoting and enabling Chapter initiatives.

How InterPore (<https://www.interpore.org/>) envisions the organization and structure of National Chapters is described in a separate document (Guidelines for creation and management of InterPore National Chapters), which is made available to Chapter Chairs and Steering Committee members. A summary of the contents of this document is presented below:

- National Chapters are considered as an InterPore committee and operate within the by-laws of InterPore. Separate registration in their own country is not mandatory. The formation of new National Chapters must be approved by the InterPore Executive Committee. A guideline providing help for a chapter creation is available upon request. National Chapters should prepare a protocol that explains how they operate (number of Steering Committee members and their attribution, how they are elected, how decisions are made, duties of chair and vice-chairs, etc.). The Steering Committees of National Chapters are the decision-making bodies and have the right to make decisions on the running of the chapter.
- National Chapters should be financially self-sufficient as much as possible. Expenses of annual meetings of National Chapters should be financed through participation fees, sponsorship, or contribution by member institutes of the chapter, if possible. However, any National Chapter of InterPore can apply for funds in order to support an annual national meeting. If there are other activities that require financing, a request should be sent to InterPore Executive Committee and it will be decided on a case-by-case basis.
- There is a minimum level of organization that is needed to establish a working relationship between InterPore and Chapters. The National Chapter Committee - NCC (<https://www.interpore.org/>) is dedicated to ensuring the success and effective development of all National Chapters (<https://www.interpore.org/>), which is the leading global porous media research society.
- It is essential to support the efforts of InterPore, the National Chapters Committee, and our community by actively sharing your wishes, ideas, expectations and innovations. This open communication fosters a collaborative approach that benefits everyone and helps drive meaningful progress.
- Every year, at the Annual Conference, the NCC organizes and hosts a meeting with InterPore's Executive Committee.
- An **annual report** is requested from all chapters. This is the basis of the National Chapter Award that is attributed yearly. Assistance can always be obtained from the National Chapter Committee. The annual report is divided into [three categories](#):

1. **Mandatory:** The minimum level of organization that is needed to establish a working relationship between InterPore and Chapters. The guidelines are minimal and flexible enough to be compatible with particular organizational requirements of each country's local laws and regulations (administrative rules, financial aspects...).
2. **Recommended:** A proposed template for the organization of Chapters activities and improvement of the relationship and communication among the Chapters, InterPore, and the InterPore community.
3. **Suggested:** These suggestions are based on feedback from the existing Chapters (original activities, organization, communication, etc...) and may serve as an inspiration from which to draw.

National Chapters are local (mostly national) activity groups of InterPore. They can be a registered association in their country if required by the national regulations, or, they can operate within the by-laws of InterPore. The formation of a National Chapter must be approved by the InterPore Executive Committee.

The advantages of an active InterPore Chapter are to help form a porous media community at the national level and to promote activities in the domain of porous media carried out in the country complementary to the worldwide level that is supported by the international network of InterPore that comes with numerous benefits (see for instance <https://www.interpore.org/member-main/join-interpore-now>).

I - Mandatory Organization & Activities for NCC

Organization

The National Chapter Committee (NCC) is composed of a chair, a vice-chair, and up to 6 additional members, plus a Secretary. The role of the Secretary is to support the Chair and NCC members in ensuring a smooth functioning of the NCC. In summary, the Secretary will be responsible for: ensuring meetings are effectively organised and minuted and maintaining effective records and administration. All NCC members will be appointed by the InterPore Executive Committee, for a two-years term (renewable once).

Tasks

Within the general role of NCC to help chapters from creation to activities, there are specific tasks which are highlighted below.

Communication and Information Management

- NCC ensures the link between Chapters and InterPore (Office, EC, Foundation) functions effectively.
- Information: The NCC should share information with InterPore Office about any changes or additions to the Chapter web pages, ensure the Office is aware of any future meetings, and reports about past meetings.
- NCC prepare input for the Executive Committee of InterPore as well as for the webpage of the National Chapter on the InterPore website and the potential Chapter website.

Reporting and Meetings

- Chapter reports, and Chapter Annual meeting: NCC will organize the report campaign from the chapters. National Chapter Steering Committees should provide an annual report of their activities to the NCC at least 2 months before the National Chapters Annual Meeting, which takes place during the annual InterPore conference or earlier, online, in order to accommodate a maximum number of NCC members.

Awards and Recognition

- NCC award: Based on the reports provided by Chapter Steering Committees, the NCC attributes annually a InterPore National Chapter Award as described at <https://www.interpore.org/foundation/interpore-national-chapter-award>

Chapter Development

- Action to renew the activity of "dormant" chapters: This is an important task of NCC, which should be discussed during a NCC meeting following the annual report campaign. It is suggested that a NCC member is designated to follow closely identified Chapters with stalled activity with the objective to promote a renewed activity.
- Action to promote the creation of new chapters: NCC should try to identify in which areas of the globe National Chapters (or regional chapters) could be created. It is recommended that, once identified, a member of NCC is designated to help the chapter creation.
- NCC can invite temporary members for the creation of chapters as well as for helping support for any of the above activities.

Guidelines and Policies

- NCC regularly produces updates to the Guidelines for the Chapter organization and activities.
- NCC should help InterPore in promoting diversity, equity, and inclusion (DEI).

Membership and Student Engagement

- The NCC should encourage members of the NC's community to participate in the NC's activities and to lead through the NC's steering committee for the Chapter management. Graduate students and post-docs should be actively encouraged to participate in the NC events, activities and organization structure.
- NCC should ensure that Chapters are active in supporting Student participation to chapter activities.

Funding

- For activities that require financing/funding, a request should be sent to the InterPore Executive Committee (IEC). The decision to approve/decline the request will be made on a case-by-case basis and will depend on the availability of funds and the merit of the activity in relation to InterPore objectives, which can be found on the InterPore website.

II - Recommended Organization & Activities

Organization

The National Chapter Committee may have its own webpage on the InterPore website. Cross references of the addresses of both this website and the InterPore National Chapter webpage should be made.

Activities

The National Chapter Committee may be aware about the National Chapter Activities as those available in the National Chapter guidelines. MQ: I am not sure I understand the objectives here?

III - Suggested Organization & Activities of the National Chapter Committee

Organization

- Depending on the activities of the National Chapter Committee, the NCC might be extended to have other members to oversee/administer a specific task (e.g. a student or industry

representative). It is suggested that the National Chapter Committee includes members from industry.

Activities

- All members of the National Chapter Committee should be aware of the National Chapter activities and the corresponding responsibilities as a whole to be conducted by the Steering Committee.
- It is suggested that National Chapter Committee propose (or at least participate in the identification of) potential institutes and companies for sponsorships and exhibition at the InterPore annual conference.