**North Central IPM Center**

**Steering Committee Membership Guidelines**

**Role of the Steering Committee.** As the North Central IPM Center’s policy-setting body, the Steering Committee (SC) advises Center staff on timely and effective management; approach to signature programs; partnerships; ways to gather priorities and impacts; and strategic planning. Essentially, it is the group that is responsible for contributing to the Center’s vision for IPM in the region. The Steering Committee’s small size, historical perspective, and representative structure keep it nimble and enables it to provide general direction for Center activities. It meets in person annually and via conference call as needed.

**Membership Representation.** The Steering Committee members are selected to represent specific IPM stakeholders in our region and nationally. The North Central IPM Center selects a member that represents each of the following categories of stakeholder: 1) regional organizations (for example the North Central Extension Association and NCERA groups); 2) communications experts; 3) underserved groups; 4) industry; 5) extension; 6) Working Groups; and 7) sister programs (EPA, IR-4, etc).

**Membership Terms.** Members with a rotating position serve for three years. Rotating members follow the rotation schedule of the Advisory Panel. Once a Steering Committee member has fulfilled one or two terms, the Steering Committee will agree on a new member to fill the position.

**Membership Expectations.** The Steering Committee gathers input from stakeholders; determines broad policy goals and priorities; and provides direction for timely and effective Center management. Members are expected to attend one annual Steering Committee meeting each year of their term and the annual Advisory Panel meeting (often held in tandem) and participate in conference calls as needed.

**Expenses.** Members may request reimbursement from the North Central IPM Center for the following expenses incurred during travel to Advisory Panel and Steering Committee meetings:

- **Travel:** airline tickets, train, bus, shuttle or automobile (current mileage rates will be provided before each meeting).
- **Hotel accommodations:** hotel rooms and parking, but not room service and phone bills.
- **Food and beverages (excluding alcohol):** reimbursed at a per diem rate (provided to members before each meeting).

Travel expenses will be reimbursed by check sent to the member; some meeting expenses (e.g., dining) will be paid for directly by the North Central IPM Center when possible.