**EXECUTIVE COMMITTEE**

**Composition:** Executive Director (*ex officio*), Treasurer, Secretary, Past-President, President-Elect, President (Chair)

**Term**: Permanent (Standing Committee)

**Meeting Frequency**: Biweekly or as required

**Description**: The Executive Committee shall conduct the affairs of the Society in accordance with the policies determined by the Board of Governors. The Secretary shall provide at least three days’ written or telephonic notice of each meeting of the Committee and shall keep minutes of its proceedings. The presence of at least three members shall be necessary to constitute a quorum. The action of a majority of the members present at a duly called meeting at which a quorum is present shall constitute action of the Committee.

**NOMINATING COMMITTEE**

**Composition:** President, Past-President, President-Elect (Chair)

**Term:** Permanent (Standing Committee)

**Meeting Frequency:** Annually or as required

**Description:** The Nominating Committee shall make nominations to fill offices and positions on the Board of Governors in accordance with Section 6.02 of the Bylaws.

**MEMBERSHIP COMMITTEE**

**Composition: E**xecutive Director (ex officio), Secretary (Chair), Board Members, members-in-good standing

**Term**: Permanent (Standing Committee)

**Meeting Frequency**: Quarterly or as required

**Description:** The membership committee shall receive from the Secretary and review applications for membership in the Society and recommend acceptance or rejection to the Board of Governors; encourage and solicit membership to the Society.

**FINANCE COMMITTEE**

**Composition:** Executive Director (ex officio), Treasurer (Chair), Board Members, members-in-good standing

**Term**: Permanent (Standing Committee)

**Meeting Frequency**: Quarterly or as required

**Description:** The Finance Committee shall: assist the Treasurer in the preparation of the annual budget of the Society which shall be submitted to the Board of Governors on or before November 1 of each year; assist the Treasurer in carrying out his duties; recommend to the Board such audits of the Society’s books, accounts, and financial statements as it may determine to be necessary or advisable; recommend to the Treasurer investment instruments for Society funds; explore and recommend sources of additional funds for the Society.

**PROGRAM COMMITTEE**

**Composition**: Executive Director (ex officio), Executive Officers, Board Members, members-in-good standing

**Term**: Permanent (Standing Committee)

**Meeting Frequency**: Quarterly or as required

**Description**: The Program Committee shall: have responsibility for all scientific programs such as Annual Meeting, workshops, seminars, joint meetings, and continuing education courses; the Committee shall recommend a local chairman for the Annual Meeting to the Board of Governors for approval, shall specify the mechanisms used to approve papers for presentation at the Annual Meetings of the Society, and shall, together with the Chairman of the Local Committee, recommend all symposia topics to the Board of Governors for approval; have responsibility for recommendations of sites and dates for Annual Meetings at least two years in advance and for submitting these recommendations to the Board of Governors for approval; have responsibility for coordinating the organization of the Annual Meeting, the timely mailing of announcements, the call for abstracts, preparation of the program, and the establishment of such financial accounts as it may deem necessary to the Annual Meeting; the Committee may delegate these powers to the Chairman of the Local Committee established to run a particular Annual Meeting, but shall continue to oversee, advise, and assist such a committee; shall have responsibility for developing and proposing the Annual Meeting budget to the Board of Governors; have responsibility for transferring, or causing to have transferred, excess funds resulting from an Annual Meeting to the Treasurer for incorporation in the general funds of the Society.

**PUBLICATIONS COMMITTEE**

**Composition**: Executive Director (ex officio), Editor-in-Chief (ex officio), Executive Officers, Board Members, members-in-good standing

**Term**: Permanent (Standing Committee)

**Meeting Frequency**: Quarterly or as required

**Description**: The Publications Committee shall: assist the Editor-in-Chief in the performance of his duties; have responsibility for all publications approved by the Board of Governors other than the Journal; have responsibility for studying problems related to the Journal and other Society publications and recommending policies for approval by the Board of Governors; make recommendations to the Board of Governors concerning the election of the Editor-in-Chief of the Journal; make recommendations after consultation with the Editor-in- Chief to the Board of Governors concerning the magnitude of the Journal Reserve Fund.

**AWARDS COMMITTEE**

**Composition**: Executive Director (ex officio), Executive Officers, Board Members, members-in-good standing

**Term**: Permanent (Standing Committee)

**Frequency of meetings**: quarterly or as required

**Description**: This committee shall be responsible for: developing new awards and recognition programs for members; promoting and communicating the Societies award programs, managing and reviewing all award application processes (including the Cryo-Fellows program); identifying sources of funding for new or existing award programs.

**STUDENT COMMITTEE**

**Composition:** Executive Director (ex officio), Board Members, members-in-good-standing, student members
**Term:** Permanent (Standing Committee)
**Frequency of meetings:** quarterly or as required

**Description:** The student committee shall be responsible for: organizing International Cryobiology Young Researchers’ (ICYR) activities and networking opportunities at the annual meeting; assisting with devising and implementing a plan to retain student members after graduation;identifying and posting items of interest to the society’s social media accounts; discussing matters of importance to the student membership community and liaising with the Board of Governors via an elected student representative to the Board.

**BYLAWS AND POLICIES WORKING GROUP**

**Composition**: Executive Director (ex officio), President (Chair), Executive Officers, Board Members, members-in-good standing

**Term**: 1 year

**Frequency of meetings**: monthly

**Description**: This working group shall be responsible for reviewing and bringing forward to the Board of Governors revisions to the Society for Cryobiology’s Bylaws, Articles of Incorporation, and Policies and Procedures documents.

**ANNUAL MEETING SPONSORSHIP AND FUNDRAISING WORKING GROUP**

**Composition**: Executive Director (ex officio), Executive Officers, Board Members, members-in-good standing

**Term**: 1 year

**Frequency of meetings**: quarterly

**Description**: The Sponsorship and Fundraising Working Group shall be responsible for: developing a sustainable program for annual sponsorship, exhibitor participation and fundraising for the annual meeting. This group will specifically focus on developing and executing a fundraising program for the 2018 Annual Meeting.