

Research Committee Member Expectations

Thank you for serving as an ASPEN committee member. We sincerely appreciate the time, energy, and expertise you contribute as a volunteer in support of ASPEN's mission. Committee service is a voluntary opportunity available to ASPEN members, and we value the dedication our members bring to this work.

To support effective and respectful committee operations, we've outlined participation expectations below. These standards help us work collaboratively, remain accountable, and make meaningful progress. Due to high interest in and limited availability of committee seats, ongoing lack of engagement may result in removal from the committee.

Committee Charge

The Research Committee is charged with overseeing the research program for the ASPEN. Committee members should have experience in either clinical or basic science research and have familiarity with the field and current research being conducted. This committee is interprofessional.

Committee Expectations

1. **Be Present and Engaged:** Attend committee meetings and stay actively involved. If you cannot attend, notify the chair, ASPEN staff liaison, or designated contact in advance.
2. **Follow Through on Commitments:** Take ownership of assigned tasks, meet deadlines, and complete work between meetings. Come prepared to provide updates and contribute to progress.
3. **Communicate Consistently:** Respond promptly to emails and messages. Keep the chair and fellow members informed and ask questions when clarification is needed.
4. **Maintain ASPEN Membership:** Maintain active ASPEN membership throughout your term of service.
5. **Support the Mission:** Advocate for the organization's goals and decisions, even when personal opinions differ. Represent the committee in a positive and unified way.
6. **Maintain Professionalism:** Uphold ASPEN's volunteer code of conduct in all interactions and settings.
7. **Foster Respectful Dialogue:** Listen actively, engage respectfully, and value diverse perspectives. Constructive disagreement is welcome; disrespect is not.
8. **Collaborate Effectively:** Work as part of a team on the committee. Support and encourage others, and contribute to a positive, productive environment.
9. **Stay Flexible:** Be open to change, willing to adapt, and ready to adjust as the committee's priorities evolve.



Specific Committee Activities

- Research Promotion: Develop tools and resources to encourage others to engage in nutrition research.
- Research Awards: Determine the recipients of ASPEN's Promising Investigator and Vars Award through the evaluation of written manuscripts and oral presentations at the ASPEN Nutrition Science & Practice Conference.
- Vars Manuscripts: Serve as a formal *JPEN* reviewer for the submitted Vars Candidate Manuscripts, if requested.
- Work with other ASPEN committees and sections to identify research gaps in the field and strategize on how to move the field forward.
- Research Agenda: Participate in the development and/or review of ASPEN's research agenda.

Total Anticipated Time Commitment

The Research Committee meets remotely/virtually about 4 – 6 times throughout the year in addition to conducting business electronically. The committee also meets in person during the ASPEN Nutrition Science & Practice Conference to determine the winners of the Promising Investigator and Vars Awards. Committee members working on special projects that align with the specific activities can expect to have additional work outside of regular committee meetings.

Committee and Leadership Structure

In compliance with accreditation standards, industry representatives and employees cannot be appointed to this committee. There is a committee chair who serves for 2 years. A vice chair opportunity is available for 1 year, prior to becoming the committee chair.