

NASPGHAN Committee Overview

Appointments and Terms

- NASPGHAN members who are interested in participating on a committee are required to complete the Committee Appointment application. This will allow tracking of interested parties, while matching interest, skill sets and maintaining committee diversity. The NASPGHAN Professional Development Committee is responsible for reviewing the applications and making appointments with review and approval by the NASPGHAN President.

National Office staff will circulate a list of open slots for each committee to Committee chairs prior to the deadline for their input on possible new committee members. Committee chairs should encourage these members to submit a formal application. At this time, the chair must also recommend members whose terms should be extended. In general, terms may be extended if there is a project that requires the members serving another term to complete. In the spirit of allowing as many members to serve as possible, extensions should only be made on this basis and for 1 year.

Once the application process is complete, staff circulates the chair recommendations as well as a compilation of all the applications to members of the Professional Development Committee. A conference call is convened to discuss the applications and make appointments. Applicants are notified in enough time that can attend the committee meetings in October, at the time of the Annual Meeting.

In addition to the application process, committee selection criteria include:

Committee members should be a diverse representation of:

- a. Geographic location (US and Canada, North, South, East, West and Central US)
- b. Gender
- c. Racial background
- d. Varying years of experience
- e. Research/clinical faculty
- f. University/Hospital/Private practice
- g. Members who served on a previous committee and did an exceptional job will be given special consideration for future committee selection
- h. See revised policy on members employed by pharma/industry serving on committees

Responsibilities of Committee Members:

- Commit the time and effort required
- Work collaboratively for NASPGHAN
- Communicate effectively by email
- Perform committee assignments in a timely fashion
- Attend committee meetings (semi-annually at NASPGHAN and DDW)
- Participate on committee conference calls
- Help develop and execute the committee action plans
- Be a member in good standing (your dues are paid in full)
- Have a passion for the mission

Committee members will be expected to attend a total six meetings during their three year term. Meetings are generally held during DDW in the spring and at the NASPGHAN Annual Meeting. Conference calls are held throughout the year at the discretion of the committee Chair. Terms begin and end in October.

Committee Chairs will be appointed by the President, with official three-year terms beginning at the end of the following Committee meeting (held during the Annual Meeting).

- An individual cannot be on 2 committees simultaneously; however committee members whose term will be expiring in the upcoming year can apply to be a member of another committee.
- Committees may also have representatives from the APGNN and CPNP. It is the responsibility of these organizations to notify the National Office of their committee representatives.
- Committee Chairs will be appointed by June (by the President) with official three-year terms beginning at the end of the following Committee meeting held during the Annual Meeting.
 - Outgoing Chairs will attend and chair their last Committee meeting during which the last order of business will be to pass the gavel to the incoming committee chair.
 - Committee Chairs will be required to attend planned Leadership Retreats.
- New Councilor and Chair orientation materials will be provided prior to their first meeting.

Council Liaisons

- Councilors will be assigned to serve as a liaison to each of the NASPGHAN committees:
- The Councilor will serve as a liaison between the assigned committee and the Executive Council.
- Duties will include monitoring, communicating and collaborating. The Councilor will monitor and periodically communicate to the Executive Council about the activities of the committee. The Councilor may also collaborate with the President and Executive Staff in selected matters relating to the committee, and should attend committee meetings.

Action Plans

- Each working committee within NASPGHAN will participate in an annually scheduled conference call to discuss and update the Action Plans for each committee. Participants include the President, Committee Chair, Council Liaison and NASPGHAN Staff.
- Final Action Plans are distributed to the committee and serve as the basis for future activity. Chairs will be asked to submit a progress report on their action plan during each Council Meeting.