

AAAOM Policies and Procedures Manual

Committees, Task Forces, and External Appointments

Adopted March 6, 2012



AAAOM Committees, Task Forces, and External Appointments

I. General

Committees, task forces (including workgroups and other ad-hoc groups), and external appointments exist to provide information, expertise, and skills that are essential to meet the needs of the association, as described in the AAAOM Strategic Plan. They also provide a means for membership participation in the decision-making process and activities of the association, and provide an opportunity for individuals to gain expertise and develop skills for future leadership in the profession.

II. Role

The role of committees and task forces is to:

- a. Provide policy advice and expertise on issues facing the association;
- b. Provide guidance and develop recommendations to the Board of Directors (Board); and
- c. Conduct other activities as directed.

The role of external appointments is to:

- a. Represent the AAAOM and serve as a liaison to an external group; and
- b. Communicate to the Board on the relevant issues and activities of the external group.

III. Description

Committees

There are two types of committees:

- a. **Standing Committees:** These are permanent committees established in the bylaws to oversee the core organizational, structural, and/or administrative affairs of the association. Standing committees of the AAAOM are the Executive, Elections, Finance, and Governance Committees. A bylaw amendment is required to remove, add, or change a standing committee. The President of the AAAOM is automatically the chairperson of the Executive Committee, and the Treasurer is automatically the chairperson of the Finance Committee. All other standing committee chairpersons are chosen by a majority vote of the Board.
- b. **Other Committees:** These are committees established as needed for an indefinite period of time to address ongoing and broad subject areas or activities. A majority vote of the Board is required to form or dissolve these committees, determine or alter their purpose, and to appoint or remove a chairperson. Committees are formed for issues or activities that are expected to be ongoing and long term, although not necessarily permanent.

Taskforces are groups established to address a specific project or issue within a predetermined period of time. A majority vote of the Board is required to form a taskforce or workgroup, determine its purpose and duration, and appoint or remove a chairperson. The group is automatically dissolved at the end of its specified timeframe or upon completion of the

specified project, whichever occurs first, and may be extended by a majority vote of the Board. Taskforces are formed for issues and activities that are narrow in scope and of short duration. Sometimes the work of a taskforce will identify a need for a broader and long term focus on a topic or activity, at which time formation of a committee may be proposed.

External Appointments are positions on external groups by a AAAOM member selected to represent the AAAOM. A majority vote of the Board is required for all appointments.

A chart comparing committees, taskforces, and external appointments is in Appendix I.

IV. Requirements

All committee chairs and committee members must be current AAAOM members in good standing. It is the responsibility of the Board to confirm the chairperson's status, and the responsibility of the chairperson to confirm that status of the members of the committee. This can be in the form of a verbal or written statement from the individual or confirmation from the AAAOM office.

Taskforce chairpersons and members are not required to be AAAOM members.

Except for the Executive and Finance Committees, the chairperson of a committee or task force is not required to be an AAAOM director.

Appointees to external organizations are required to be AAAOM members in good standing. Chairpersons of a committee or task force may not chair more than two groups (committee or task force) concurrently.

V. Terms and Removal

Committee chairpersons are appointed for one year terms and cannot be reappointed to serve more than three consecutive years.

Task force chairpersons are appointed for the duration of the task force.

External appointments are made for a one-year period. It is recommended that an appointee serve no more than three consecutive years in a position, and that exceptions be made only when removal of the person would cause undue disruption to the relationship with the external group or to the work being conducted.

A chairperson or appointee may be removed at any time by a majority vote of the Board.

Reasons for removal include:

- Failing to maintain AAAOM membership in good standing;
- Not fulfilling the duties of a chairperson or conducting activities as requested;
- Not appropriately representing the AAAOM; or
- Other reasons related to performance of duties.

VI. Composition

Committee and task forces should have one chairperson. If the Board finds it necessary or desirable to appoint more than one chairperson, the specific responsibilities and duties of each chairperson must be specified. All committees and taskforces must have at least three members, including the chairperson, at all times, and include at least one director. Committees should generally not have more than seven members. Failure to maintain adequate membership may result in removal of the chairperson or dissolution of the committee. Membership on a committee is determined by the chairperson of the committee. It is strongly recommended that an individual serve on no more than two committees or task forces concurrently.

Task forces must have at least three members, including the chairperson. They are not required to have a director as a member. Membership on the task force or workgroup is determined by the chairperson of the group. A task force should generally not have more than seven members.

Although individual skills and expertise are the most important factors when selecting chairpersons, members of a group, and external appointees, other attributes such as interpersonal skills, geographic diversity, professional affiliations, and other factors should also be considered. The goal is to have broad representation of experience and perspectives, in order to enhance understanding of the issues and comprehensiveness of any recommendations.

VII. Chairperson and External Appointee Responsibilities

All chairpersons (committees and task forces) should communicate as needed with members of their group and hold at least three conference calls or meetings per year.

All committees must have a charter that conforms to the specified format (see Appendix II). The committee chairperson is responsible for keeping the charter current and relevant. The Board must approve all initial and revised charters. Task forces are not required to have a charter.

All committee chairpersons must attend at least one regular Board meeting per year and submit a report to the Board at least annually that conforms to the specified format (see Appendix III). The Board is responsible for informing committee chairpersons in a timely manner when the report is due.

All task force chairpersons must submit a report at the conclusion of their assignment and at any other intervals requested by the Board.

External appointees should submit a report to the Board at least annually that describes the external group, the value to the AAAOM of having representation on the group, and any issues of importance to the AAAOM.

Chairpersons of committees and task forces and external appointees must provide brief

monthly updates to the AAAOM Board that includes their activities since the last update, their current or planned activities, and any obstacles that may hinder their progress. For committees that have had no meetings or activities in the previous month, the report would simply state that no meetings or activities have occurred in the previous month.

The chairperson is the direct liaison between the AAAOM Board and the committee or task force members, unless specified otherwise. It is the responsibility of the chairperson to provide a list of the group's members to the AAAOM Secretary and provide timely notification when members are added or removed.

An external appointee is a representative of the AAAOM and must accurately represent the views of the AAAOM. Any expressions of individual opinions to such groups must be clearly stated as such.

A chairperson or external appointee who chooses to resign their position prior to the end of the appointed term should provide at least two weeks notice and an interim final report to the AAAOM Board whenever possible so that a new chairperson or external appointee can take over without disruption. The report should include the status of any ongoing activities, as well as a list of the current members and any planned meetings.

VIII. Conduct of Meetings and Minutes

A quorum of three voting members of the Executive Committee is required for Executive Committee meetings. Other committees and task forces must have a quorum to finalize any recommendations. A quorum is more than 50% of the members of the group.

Chairpersons of committees and task forces may, but are not required to, follow Roberts Rules in conducting meetings.

The Executive and Finance Committees must keep minutes of their meetings and provide these minutes to the Board at the next meeting of the full board or within seven days, whichever is sooner. Minutes must contain the date of the meeting, attendees, topics discussed, and decisions made.

IX. Maintenance of Committee, Task Force, and External Appointment Information

The Secretary of the Board is responsible for maintaining current information on the committees, task forces, and external appointments. This includes a list of current committee and task force members, list of current external appointments and the associated organization, and reports from committees, task forces, and external appointees. Current and historical information should be stored by the AAAOM and be accessible to the Board upon request to assist in determining length of service of chairpersons and appointees and maintaining historical documents of the association.

X. Board Review

The formation and continuation of committees, task forces, and external appointments should be directly related to the needs of the AAAOM as described in its Strategic Plan. A Strategic Plan is usually reviewed and updated every three to five years, and a review of all committees, task forces, and external appointments be part of that process. However, the Board should act to create, modify, or dissolve a committee, task force, or external appointment in a timely manner whenever necessary based on the value and appropriateness of each.

It is also recommended that the Board establish a yearly process in conjunction with the submission of the annual reports to review the focus and accomplishments of the committees, task forces, and external appointments and make any changes necessary.

Following is a comparison of Committees, Taskforces, and External Appointments:

Sample Committee Charter Format

I. Committee Name (The name as it appears in the board motion establishing the committee)

II. Date Established by the Board (The date the motion was passed that established the committee)

III. Purpose (The reason why the committee exists)

IV. Functions/Responsibilities (Ongoing work of the committee)

V. Meeting Schedule/Process

Type	Establish, Change, or Dissolve	Description	Duration	Membership Requirements	Reporting Requirements
Standing Committee	Bylaws	Works on a broad category of core functions essential to the association	Permanent	AAAOM members in good standing only	Annual and at other intervals as requested
Other Committee	Majority Vote of Board	Ongoing activity in a broad subject area	Indefinite; usually exists for years	AAAOM members in good standing only	Annual and at other intervals as requested
Task Force	Majority Vote of Board	Narrowly focused on a specific issue	Time limited, short-term	AAAOM membership not required	At the conclusion of the project and at other intervals as requested
Appointment	Majority Vote of Board	Represents the AAAOM on external groups	Varies	AAAOM members in good standing only	Annual and at other intervals as requested

VI. Relevant Skills (Skills that are desired and considered in selecting committee members)

VII. Membership Restrictions (if any)

VIII. Date Charter Approved by the Board

Annual Report Format

Committees (standing and other) are required to submit an annual report. Taskforces are required to submit a report at the conclusion of their project or upon request from the Board. The report should be two to three pages and contain the following information:

I. Name of Committee or Taskforce

II. Chairperson

III. Members (include any non-members, such as consultants)

IV. Purpose (from the charter)

VI. Objectives, Activities/Outcomes

VII. Obstacles/Challenges

VII. VII. Future Issues and Activities

VIII. Training/Resources Needed (e.g., IT-related training, budget for identified expenses, etc.)

Annual Report (Example)

I. Committee Name _____

II. Chairperson _____

III. Dates of Service (include all members that served during the year, with their dates of service)

III. Members	Dates of Service	Verified AAAOM Member?

IV. Purpose (as stated in the approved charter)

V. Objectives, Activities, and Outcomes

Objective	Activities	Outcome	Comments
a. Develop Recommendations for Policy on X	<ul style="list-style-type: none"> - Conducted literature search - Reviewed state regulations - Met with experts - Drafted recommendations for board approval 	Completed (board approved recommended policy on x/x/x)	The policy should be periodically reviewed and revised if necessary.
b. Develop Promotional Materials for Members	<ul style="list-style-type: none"> - Conducted needs assessment - Developed and tested Fact Sheet - Revised Fact Sheet based on feedback - Sent Fact Sheet to the board for approval 	Board has not yet approved the fact sheet.	

VI. Obstacles/Challenges

- a. The committee chair resigned in July and a new chair was not appointed until September.
- b. The committee lacks a member with expertise in subatomic particles.

VII. Future Issues and Activities

- a. Need to contract with X to do Y
- b. Continue to monitor status of X

VIII. Training/Resources Needed

None identified