NCVPRN
Job Description

President Elect

Primary Function:

1. Parliamentarian – The current edition of Robert's Rules of Order shall be the reference to govern all NCVPRN proceedings. In the absence or disability of the President, the President Elect performs all the duties of the President, and has the powers of the President.
2. The President Elect becomes the President of the network at the conclusion of the fiscal year (July 1 to June 30).
3. The office of President Elect is the first year of a three-year term of office.

Responsibilities:

1. Assist President/Executive Board to maintain the functioning of operations consistent with the NCVPRN bylaws.
2. Attends and participates in all Executive Board and General Meetings.
3. Provides input to the preparation of the meeting agenda.
4. Supports the President and Board by actively participating in all decision-making issues concerning NCVPRN.
5. March-April prepares the budget with the assistance of the Executive Board.
6. In June, coordinates the meeting of the audit committee and provides feedback to the Executive Board.
7. In July, sits on the Nominating Committee and solicits nominations from the membership in writing* per group email and/or mailing to all current members. Updated list from membership chairperson/chairpersons is required prior to submitting these forms.
8. In August, The Nominating Committee will select candidates for each office. All nominees will return the signed agreement* to accept the nomination. Ballots* along with professional vitaes will be sent via yahoo group email and/or mailed to all members. Members may request an absentee ballot if unable to attend the Fall Conference and the ballot will be returned to the Nomination Committee. On site voting will take place at the Fall Conference. At least two of the three nominating committee members will count votes. Election results will be announced at the Fall Conference.
9. In August, provide a final report from the auditing committee.
10. Compensation: The person who fulfills the obligations of this office will receive Spring and Fall Conference registration paid by NCVPRN. Mileage to Fall Conference and mandatory meetings will be paid.

Qualifications:

1. A. Must be an active member of the NCVPRN organization
   B. Must have served on a committee of NCVPRN

*Denotes attachment (Office description changes depending on office for election).

PROFESSIONAL VITAE

NAME: _____

PROFESSION: _____

BUSINESS AFFILIATION: _____

ORGANIZATION/HONORS/AWARDS/PUBLICATIONS:

BRIEF SUMMARY OF CARDIOPULMONARY PROFESSIONAL BACKGROUND:

THOUGHTS FOR THE FUTURE OF THE NETWORK:

I agree to run for the office of _____ for the year _____ of the NCVPRN.

I attest to the fact that I am an active member in NCVPRN. I have not been convicted of a felony, fraud, embezzlement, or theft.

Signature: _____

NCVPRN BOARD NOMINATIONS

The NCVPRN is asking its members to carefully consider who would be the best candidate to run in our next election for President Elect, Treasurer and Secretary. A brief job description is listed below with a space for you to write your nomination.

President Elect: Supports the NCVPRN board and actively participates in decision-making issues concerning the NCVPRN.
Responsibilities: Attend all Executive Board and General meetings, prepares the budget for the year, and is a member of the Nomination and Audit Committees and delivers the final report from the Audit Committee.
Qualifications: NCVPRN member and served on a committee of the NCVPRN in the last three years. This is a three year commitment.

Nomination: _____

Treasurer: Functions as the chief financial officer for the NCVPRN.
Functions: Receive and safely keep all funds and deposit them in such bank as designated by Executive Board. Ensures legal and regulatory compliance. Reports to and acts as an advisor to the NCVPRN Executive Board. This office is a two year commitment.
Qualifications: Active member of the NCVPRN organization.

Nomination: _____

Secretary: Functions as the chief recording officer for the NCVPRN.
Functions: Keeps and maintains official records and minutes of all the meetings of the members and the Executive Board. Submits these for approval to the appropriate body; then places them onto the web site. This office is a two year commitment.
Qualifications: Active member of the NCVPRN organization.

Nomination: _____

Please return this form by _____to:

(Place return information here)

NCVPRN
Job Description

President

Primary Function:

1. Parliamentarian – The current edition of Robert's Rules of Order shall be the reference to govern all NCVPRN proceedings. Serves as Chief executive officer of the NCVPRN and chairperson of the Executive Board.
2. Fills vacancies on committees and is an ex-officio member of all committees except the Nominating committee.
3. Has general authority to supervise, direct and control the business and affairs of the NCVPRN.
4. Presides at all meetings of the members and shall have such other powers and duties as will be prescribed by the Executive Board.
5. The office of President is the second year of a three year term of office.

Responsibilities:

1. With the Executive Board maintains the functioning of operations consistent with the NCVPRN bylaws.
2. Attends and participates in all Executive Board and General Membership meetings.
3. Prepares the meeting agenda.
4. Submits President's letter for the website.
5. Prepares the strategic plan for the next year.
6. In May – appoints the auditing committee.
7. Responsible for sending thank you notes to speakers of the Fall Conference.
8. During the year that the Past President serves as the chairperson for the TriNetwork Conference held in the state – the current President, will assume the responsibilities of obtaining the committee reports.
9. Compensation: The person who fulfills the obligations of this office will receive Spring and Fall registration paid by NCVPRN. Mileage to Fall conference and mandatory meetings will be paid. Dues to AACVPR are paid during the year the President is in office. Also, registration to the annual AACVPR conference, the air travel and transportation fee, and meals are paid for while in attendance of the AACVPR conference. The NCVPRN membership dues are waived once the President takes office.

Qualifications:

1. Active member of NCVPRN.
2. Must have served as President Elect for immediate past term.

NCVPRN
Job Description

Immediate Past –President

Primary Function:

1. Assists the President in formulating goals of the organization.
2. Serves as chair of the Nominating committee.
3. The office of Past President is the third year of a three-year term of office.

Responsibilities:

1. Assists President and Executive Board to maintain the functioning and operations consistent with NCVPRN bylaws.
2. Nominating committee – serves with current President-Elect and one Past-President who is appointed by the current President. Use the following time table. In July and at the Fall conference; assists with the Nominating committee duties as appointed.
3. Coordinates TriNetwork Conference when it is in our state. Serves on the TriNetwork Committee the year that we host the event.
4. Attends and participates in all Executive Board and General Membership meetings.
5. Receives committee reports from all committee chairs each month and delivers the reports to the Executive Board when chairs are not in attendance. Omit from the duties the year TriNetwork is in Nebraska.
6. During the year that the Past-President serves as the chairperson for the TriNetwork Conference held in the state – the current President, will assume the responsibilities of obtaining committee reports.
7. Compensation: The person who fulfills the obligations of this office will receive Spring and Fall conference registration paid by NCVPRN. Mileage to Fall conference and mandatory meetings will be paid.

Qualifications:

1. Active member of NCVPRN organization.
2. Must have served as president for the immediate past term.

NCVPRN
Job Description

Secretary

Primary Function:

1. Keeps and maintains official records and minutes of all meetings of members and the Executive Board.
2. Submits the minutes for correction and approval to the appropriate body.
3. The office of Secretary is a two year term of office.

Responsibilities:

1. Records minutes of all Executive Board and General Meetings in a specified format.
2. Submits minutes of previous meeting for approval at each meeting. Minutes will be posted on the website and listed as not approved and once approval has been obtained, approved will be added.
3. Maintains a record of those members attending the meetings.
4. Makes the minutes and records available to members upon request and/or submits for display on the website. These minutes include the monthly committee reports.
5. Keeps all committee reports on file.
6. Attends and participates in all Executive Board and General Membership meetings.
7. Compensation: The person who fulfills the obligations of this office will receive Spring and Fall conference registration paid by the NCVPRN. Mileage to Fall conference and mandatory meetings will be paid.

Qualifications:

1. Active member of NCVPRN organization.

NCVPRN
Job Description

Treasurer

Primary Function:

1. Serves as the Chief Financial Officer.
2. Ensures legal and regulatory Compliance.
3. Reports to and acts as an advisor to the NCVPRN Executive Board.
4. The office of the Treasurer is a two year term.

Responsibilities:
Cash Management

1. Safeguard organization funds.
2. Manage banking relationships.
3. Deposits cash receipts into bank accounts designated by the Executive Board.
4. Disburses funds of approved invoices and reimbursements in compliance with policies/procedures approved by the Executive Board. Makes sure an accurate record or disbursement sheet accompanies all expenses paid out.
5. Maintains books/record of all income/expenses to allow a fiscal year-end cash audit.
6. Balances all cash accounts (books to bank statements) at least monthly.
7. Gives receipts and releases in the NCVPRN name for receipts of payment.
8. Ensures compliance of all NCVPRN policies and procedures. This includes having expenses equal to or more than $750.00 being approved by a member of the board.
9. Compensation: The person who fulfills the obligation of this office will receive Spring and Fall conference registration paid by NCVPRN. Mileage to Fall conference and mandatory meetings will be paid.

Finance:

1. Responsible for IRS, State, and other regulatory compliance to maintain non-profit status.
2. Collaborates with the President Elect and Executive Board to initiate the budget process between February 1 and April 1.
3. Close out the organizations books within thirty (30) days of the end of their term.
4. Books and records are to be turned over to the new treasurer by the month following close of the fiscal year.
5. Assist in the transition of treasurer duties and responsibilities to the subsequent treasurer.
6. Acts as a resource person for the general membership.

7. Collaborates with the President and Executive Board to form an audit committee annually at the end of the fiscal year.
8. Will make recommendations to the Executive Board for outside consulting assistance as required.

Reporting:

1. Prepares and presents a Treasurer's Report at each Executive Board and General Membership meetings. The report will summarize income and expenses in total and by category, available cash, and actual to budget comparisons (to include income and expenses on major NCVPRN initiatives).
2. Prepares and timely files all necessary IRS returns upon approval of the Executive Board; or as required, facilitates the reporting process if an outside consultant is utilized.

Qualifications:

1. Active member of the NCVPRN.
2. Has not been convicted of a felony, fraud, embezzlement, or theft and is able to be bonded.

NCVPRN
Job Description

Certification Committee Chair

Primary Function:

1. The program certification committee follows the policies and procedures of the AACVPR.
2. The committee consists of the chairman and any members of the NCVPRN. A mix of pulmonary and cardiac expertise is essential.

Responsibilities:

1. The chairman receives three completed copies from AACVPR.
2. Each member must sign a statement of confidentiality.
3. The chairman decides as to methodology of review, i.e., group discussion, teleconference, etc. and sets the review process.
4. The committee will review and assess copies for completeness of the application.
5. The chairman has the right to request clarification and/or additional information from the program being reviewed.
6. A member of the state review committee shall remove himself or herself if there is a conflict of interest.
7. The committee recommendations are submitted to AACVPR Program certification committee for review.
8. Submits a committee report to the Executive Board monthly.
9. Reimbursement for travel, postage or phone expenses occurred during the review process may be submitted to the Executive Board. Payment for these expenses need to be pre-approved and will be at the discretion of the Executive Board as they deem necessary at the time of the request. Chair person shall receive Spring and Fall conference registration paid by NCVPRN. Mileage to Fall conference and mandatory meetings will be paid.

Qualifications:

1. Active member of NCVPRN organization.
2. Chairman should be an AACVPR fellow.
3. All committee members should come from certified programs.

NCVPRN
Job Description

Development/Marketing/Communications Committee Chair

Primary Function:

1. Responsible for development projects to generate funds for the NCVPRN.
2. To promote and organize public relations activities and promotes national Cardiac and Pulmonary Rehabilitation weeks.
3. To compile and keep an updated collection of photos and memorabilia of the NCVPRN's meetings and events to be presented on the display boards at Spring and Fall conferences.
4. Responsible to maintain the website in coordination with our server.

Responsibilities:

1. Studies NCVPRN fundraising potential, both existing and new, and makes recommendations to the Executive Board.
2. Develops and recommends additional outside sources of revenue for the NCVPRN.
3. In October, obtains information on National Cardiac and Pulmonary Rehabilitation weeks from the national AACVPR office. Place information on the web page and send reminders via yahoo group email and/or mail to sites to promote said weeks. Encourage sites to email or send any special events held at their sites which can be shared on the web page.
4. In December or January, place on web page information regarding the Proclamation signing to be held in February.
5. In February, attend the Proclamation signing,
6. Display articles and pictures at NCVPRN Fall or Spring meetings on the display board.
7. Provide web page with updates as needed.
8. Submits a committee report to the Executive Board monthly.
9. Attend and participates in all NCVPRN meetings as appropriate.
10. Provides a plan to achieve strategic goals.
11. Mileage, phone and postage expenses incurred for the committee work may be submitted to the Executive Board. Payment for these expenses need to be pre-approved and will be at the discretion of the Executive Board as they deem necessary at the time of the request. Chair person shall receive Spring and Fall conference registration paid by NCVPRN. Mileage to Fall conference and mandatory meetings will be paid.

Qualifications:

1. Active member of NCVPRN organization.

2. Previous fundraising experience on how to write and propose a fundraising project preferred.

NCVPRN
Job Description

Guidelines Committee Chair

Primary Function:

1. To develop and revise guidelines for the growth of quality cardiovascular and pulmonary rehabilitation programs.
2. Updating guidelines based on research developments and other applicable guidelines such as the American Association of Cardiovascular and Pulmonary Rehabilitation, American College of Sports Medicine, American Heart Association, the National Institutes of Health, Insurance companies and legislation at the state and federal levels. Current NCVPRN Guidelines are: Core Competencies, Diabetes Management, Management of Heart Failure and Weight Management.

Responsibilities:

1. Update cardiovascular guidelines (review semi-annually for clarification, changes, and updates).
2. Update pulmonary guidelines (review semi-annually for clarification, changes, and updates).
3. Establish a regular meeting schedule for the committee.
4. Keep-up-to-date with the development of national guidelines.
5. Distribute guidelines to the web page as revisions are completed.
6. Submits a committee report to the Executive Board monthly.
7. Attends and participates in all NCVPRN meetings as appropriate.
8. Provide a plan to achieve strategic goals.
9. Mileage, phone, and postage expenses incurred for the committee work may be submitted to the current Executive Board. Payment for these expenses need to be pre-approved and will be at the discretion of the Executive Board as they deem necessary at the time of the request. Chair person shall receive Spring and Fall conference registration paid by NCVPRN. Mileage to Fall conference and mandatory meetings will be paid.

Qualifications:

1. Active member of NCVPRN organization.

NCVPRN
Job Description

Health Policy & Reimbursement Committee Chair/MAC

Primary Function:

1. Responsible for tracking and keeping the membership updated on reimbursement issues.
2. Act as a resource for questions from the membership regarding reimbursement issues.
3. This committee will be a dual arm committee. The Health Policy arm will focus on Medicare/Medicaid issues and the Reimbursement arm will focus on managed care and private payer issues. There shall be representation from this committee to attend the "Day on the Hill" in Washington, D.C. or any other campaign where meeting with our governmental representatives is important to lobby our concerns and/or bills.
4. This Committee consists of three members: a chair, one AACVPR member with cardiac expertise and one AACVPR member with pulmonary expertise.

Responsibilities:

1. Research and respond to reimbursement inquiries.
2. Inform the membership of health policy and reimbursement updates.
3. Communicate with the AACVPR state legislative (health policy) and reimbursement concerns.
4. To educate members on ways to maximize reimbursement.
5. To distribute marketing tools for cardiac and pulmonary rehabilitation.
6. To educate members on health policy and reimbursement terminology to assist in approaching managed care systems.
7. Submits a report to the Executive Board monthly.
8. Attends and participates in all NCVPRN meetings as appropriate.
9. Provide a plan to achieve strategic goals.
10. Mileage, phone and postage expenses incurred for the committee work may be submitted to the Executive Board. Payment for these expenses need to be pre-approved and will be at the discretion of the Executive Board as they deem necessary at the time of the request. Chair person shall receive Spring and Fall conference registration paid by NCVPRN. Mileage to Fall conference and mandatory meetings will be paid.
11. When deemed appropriate by the Executive Board, two members from this committee will be permitted to attend the Day on the Hill in Washington, DC. Expenses for this trip will include: hotel fees, transportation, and food.

12. A report from the Day on the Hill will be submitted to the Executive Board at their next monthly meeting.

Qualifications:

1. Active member of NCVPRN organization.
2. Serve as health policy and reimbursement committee member and State representative.
3. AACVPR membership is required.

NCVPRN
Job Description

Membership Committee Chair

Primary Function:

1. Responsible for processing membership renewals, applications, and individual programs.
2. Responsible for maintaining a current membership listing with membership codes and forwarding any updates to the contact person responsible for the web page.
3. Responsible for maintaining a current listing of Nebraska Cardiac and Pulmonary rehabilitation programs, along with descriptive program information.

Responsibilities:

1. Together with other members of the Executive Board and with the membership in general, promotes the value of belonging to the organization in an effort to increase awareness of the contribution of Cardiovascular and Pulmonary Rehabilitation to patient care while increasing membership rolls.
2. Send out dues notices – Membership is now due May 1 (with a grace period through May 30). Membership will expire May 1, no matter when the individual joined NCVPRN during the year. First dues notice is distributed at the Spring TriNetwork conference. Any member not in attendance will be mailed the notice. The second dues notice is then mailed out by June 1. Members that do not respond are then deleted from the membership list on August 1. New members are acknowledged with a welcome letter that includes their membership code for the "member only" web site. Hard copies are not mailed as members can obtain these from the web page.
3. Sends all checks to the Treasurer on a weekly basis.
4. Maintains a current listing of members along with a basic personal profile of each.
5. At the direction of the Executive Board or General Membership makes recruiting efforts promoting the value of Cardiovascular and Pulmonary Rehabilitation in general along with membership in the organization.
6. Submits a committee report to the Executive Board monthly.
7. Attend and participates in all NCVPRN meetings as appropriate.
8. Maintains current listing of Nebraska rehabilitation programs with a basic profile of each.
9. Provides a plan to achieve strategic goals.
10. Mileage, phone and postage expenses incurred for the committee work may be submitted to the Executive Board. Payment for these expenses need to be pre-

approved and will be at the discretion of the Executive Board as they deem necessary at the time of the request. Chair person shall receive Spring and Fall conference registration paid by NCVPRN. Mileage to Fall conference and mandatory meetings will be paid.

Qualifications:

1. Active member of NCVPRN organization.
2. Organization skills important. Typing and computer skill helpful.

NCVPRN
Job Description

Outcomes and Research Committee Chair

Primary Function:

1. Responsible for promoting education and the implementation of outcomes measures.
2. Outcome measures will be emphasized as being valuable information for improvement of quality care, accreditation, program certification, and reimbursement.
3. Education and promotion by the committee will be provided via the web site, workshops, and individual program consultation.
4. Facilitating and/or coordinating research projects within the network.
5. Provide abstracted reviews of pertinent scientific literature.

Responsibilities:

1. Review outcome information that will be utilized through NCVPRN.
2. Serve as a resource for the network in regard to outcome measurement.
3. Review scientific literature and publishes reviews on the web page.
4. Serve as a resource to review research for the network on requested topics.
5. Provide a strategic plan to achieve network goals in regard to outcomes and research.
6. Submits a committee report to the Executive Board monthly.
7. Mileage, phone and postage expenses incurred for the committee work may be submitted to the Executive Board. Payment for these expenses need to be pre-approved and will be at the discretion of the Executive Board as they deem necessary at the time of the request. Chair person shall receive Spring and Fall conference registration paid by NCVPRN. Mileage to Fall conference and mandatory meetings will be paid.

Qualifications:

1. Active member of NCVPRN organization.
2. Be knowledgeable of outcome process and improvement information.

NCVPRN
Job Description

Program Committee Chair

Primary Function:

1. Prepare and arrange the Fall meeting, assist with the TriNetwork meeting when in Nebraska, to include educational programming, evaluations and continuing education units.

Responsibilities:

1. The program committee, in conjunction with the Executive Board, is responsible for requesting and compiling suggestions from the membership for the Fall meeting and TriNetwork meeting. This can be done through evaluations from prior meetings. To accomplish the tasks listed in the "primary function", the committee may choose to divide into subcommittees.
2. Utilize the following timetable:

   April

   Fall meeting preparation
   Choose site and coordinator at the general meeting in Fall (membership to vote for site).

   June

   Contact people that signed up to assist with program committee
   Choose speaker/topic/theme

   August

   Post notice on web page for Fall conference.
   Send Fall meeting brochure via yahoo group email and mail.
   Apply for CEU's.
   Finalize keynote speakers.
   Contact possible vendors for grants/contributions.

   October

   Collect evaluations at meeting
   Distribute CEU's.

   November

   Report on Fall Meeting

   April

   Spring Conference – Sign up for next year's committee
   At the general meeting discuss Fall and Spring meeting ideas.

3. Organizes educational offering to membership as directed by the Executive Board. May include but not limited to: AACVPR teleconferences, membership driven education session or any other opportunity as directed by the Executive Board.
4. Submits a committee report to the Executive Board monthly.
5. Attends and participates in all NCVPRN meetings as appropriate.
6. Provides a plan to achieve strategic goals.
7. Mileage, phone and postage expenses incurred for the committee work may be submitted to the Executive Board. Payment for these expenses need to be pre-approved and will be at the discretion of the Executive Board as they deem necessary at the time of the request. Chair person shall receive Spring and Fall conference registration paid by NCVPRN. Mileage to Fall conference and mandatory meetings will be paid.

Qualifications:

1. Active member of NCVPRN organization.
2. Organization skills important.

NCVPRN
Job Description

TriNetwork Committee Chair

Primary Function:

1. Sit on TriNetwork Committee which includes representation from all states involved. (Iowa, Nebraska, North Dakota and South Dakota). This committee needs two representatives from each state, except the year the state is hosting, then the active state will have four representatives.
2. Serves as planning committee member for the annual TriNetwork Conference.

Responsibilities:

1. Shall attend scheduled teleconference calls regarding planning of conference.
2. Assumes responsibilities assigned which may include, but is not limited to, vendor contacts, speaker contacts, brochure format, printing of lecture materials, assist with search for conference location, filing for CEU application and registration.
3. The state hosting the conference will keep the items used from year to year such as ribbons, signage, banners, etc.

Qualifications:

1. Active member of NCVPRN organization.
2. Mileage, phone, and postage expenses incurred for the committee work may be submitted to the Executive Board. Payment for these expenses need to be pre-approved and will be at the discretion of the Executive Board as they deem necessary at the time of the request. Chair person shall receive Spring and Fall conference registration paid by NCVPRN. Mileage to Fall conference and mandatory meetings will be paid.

*Copy of TriNetwork Committee Guidelines follows.

TriNetwork Committee Guidelines
(Developed July 2001 by Nicki Davis, IACVPR, Pam Robertson, NCVPRN and Kathy Ritter, UPCRA)

Purpose: The TriNetwork Committee represents three regional societies, Iowa Association of Cardiopulmonary Rehabilitation (IACVPR), Nebraska Cardiovascular and Pulmonary Rehabilitation Network (NCVPRN), and Upper Plains Cardiopulmonary Rehabilitation Association (UPCRA). Each come together as a team to plan and organize an annual educational conference with the intent to provide state-of-the art information

for cardiovascular and pulmonary rehabilitation professionals that is cost effective at a regionally located site.

Objectives:

1. Education: To provide information on current issues and trends in cardiovascular and pulmonary rehabilitation, utilizing both local and national speakers. Sites for the TriNetwork Conference to rotate to each site every third year.
2. Financial: TriNetwork committee and the conferences it produces are to be self-funding, at no cost to any one state, and profit is to be divided equally among the three societies. Two thousand dollars is set aside from the profits each year for the following year's conference as seed money.
3. Continuing educational units are to be given for the multiple disciplines represented in the cardiovascular and pulmonary rehabilitation.
4. Networking opportunities.

Committee Membership:

1. The program director is always from the host site society.
2. The committee will consist of at least 8 members, 4 from the host society, and 2 from each of the other societies. This number can be raised to allow new members a year of orientation.
3. Prefer to have representation from each of the disciplines commonly involved in cardiovascular and pulmonary rehab.
4. Committee membership may be increased to adequately provide support for activities/responsibilities of the committee.

Duties and Responsibilities:
Site and Date: Host society to determine
*Speakers: Speaker identification and contact, and program agenda are shared responsibilities of all three societies. It is the goal of this committee to secure <u>two national speakers</u> for each conference. Honorariums not limited and includes travel expenses. The honorarium for regional speakers is generally set at $250.00 plus travel expenses (hotel and registration). The honorarium for local speakers is $100.00.
*Vendors: Recruitment and organizing carried out by non-host society.
*Registration: Organized and tracked by host society; all societies to provide manpower for registration table the days of the conference.
*Brochures: Could be organized and handled by non-host society.
*Handouts: Could be organized and handled by host society.
*CEU's: Nursing CEU's need to be completed by host society. Host society is to check to see if this is true for other disciplines.
*Financial: This is traditionally handled by the program director.
*Hospitality: This is shared by all societies, and organized by the host society. This includes pick up at airport, slides, contract, guide, etc.
Secretary: Any society may perform.

*Indicates potential sub-committee position. It is suggested that persons who take on one of these positions solicit persons to serve as members of this sub-committee to help

perform the tasks. This would share the workload with a greater number of persons and get more persons involved in this committee.

Perks: Registration fee for that year's TriNetwork conference is waived for active core members on the committee. This does not include sub-committee members.

It is recommended that reviewing and updating these guidelines be performed every year at the wrap-up teleconference. These guidelines should be discussed at the first teleconference for the next year's conference to establish a common understanding of the Committee, its purpose, objectives and duties.

Job Description Updates: March 27, 2009