



Committee Chair Guide

Table of Contents

Welcome	3
Council of Chairs	3
Committee Structure	3
Committee Service Eligibility.....	4
Committee Appointment.....	4
Committee Terms of Service.....	4
Communication	4
Technology.....	5
Administration	5
Responsibilities	5
Board.....	5
Management Company.....	5
Committees.....	5
Portfolios	6
1 - Administrative	6
2 - Governance.....	6
3 - Finance	6
4 – Meeting, Programming, Publication	6
5 – Pillar and Mission-based.....	6
6 – Expertise and Focus-based	7
7 – Task Forces	7
8 – Subcommittees	7
Tips for Chairs.....	8
Meeting Minutes Template.....	8
Report Template	9
Mission and Vision Template	9
Helpful Links and Resources	Error! Bookmark not defined.
HQ Info and Contacts.....	Error! Bookmark not defined.
Organizational Pillars	Error! Bookmark not defined.

Welcome

Congratulations on your American Pediatric Surgery Association (APSA) committee appointment. You were selected for service because of your leadership qualities, expertise and commitment to the success of the activities of APSA and its overall strategic mission and vision. While this appointment implies a significant commitment of time and effort, there are many resources available to support your work and help you succeed. This packet of information provides basic information to help you manage the logistics of running a committee.

Council of Chairs

Goals

The American Pediatric Surgical Association's Council of Chairs (CoC) aims to equip Committee and Task Force chairs with effective tools and knowledge to advance APSA's mission and strategic plan. This is achieved through experience sharing among peers as well as transparent, bidirectional communication with the Board of Governors (BOG).

With the committed support from the BOG, the CoC will provide the following opportunities for and by the CoC members:

- Professional and leadership development for chairs and vice chairs
- Provide constructive suggestions to the BOG that advance the association and its programs
- Timely and bidirectional communication of committee mission, direction, and program changes.
- Networking and best practice sharing among peers.

Composition

The CoC is composed of those who are responsible for member engagement and participation with committee oversight, productivity and budgetary responsibilities. The CoC members may suggest agenda items for discussion during CoC meetings, are highly encouraged to participate in all CoC meetings. The CoC may invite other APSA leaders to join CoC meetings as appropriate. The CoC will determine with the Secretary the appropriate number and duration of its meetings throughout the year.

Role of the Secretary, BOG

The BOG Secretary is responsible for the planning and execution of the CoC meetings, transparent communication with the CoC members, and timely consultation with the BOG as necessary.

Committee Structure

There are 28 standing committees and 1 task forces:

- Audit
- Benjy Brooks
- Bylaws
- Cancer
- Childhood Obesity
- Diversity, Equity and Inclusion
- Education
- Ethics
- Fetal Diagnosis and Treatment
- Finance
- New Technology
- Nominating
- Outcomes and Practice-based Evidence
- Practice
- Professional Development
- Program
- Publications
- Research
- Optimum Regional and Specialty Access Task Force

- Global Pediatric Surgery
- Health Policy and Advocacy
- History
- Industry and Institutional Advisory
- Membership and Credentials
- Surgical Critical Care
- Surgical Quality and Safety
- Trauma
- Wellness Committee
- Workforce

Committee Service Eligibility

Eligible to Serve: All members in good standing are eligible for committee service. This includes Regular, Associate, International, Senior, Candidate and Resident members.

Committee Appointment

Chair – term begins at the completion of term as vice chair, unless otherwise noted.

- Bylaws – President-elect
- Finance – Treasurer
- Nominating – Appointed by president

Vice Chair - nominations for the vice chairperson are forwarded to the President through the Board member, chairperson or via self-nomination with statements of interest and qualifications after two years of committee membership.

Member - committee appointments made by the President will follow a call for candidates and the diverse pool for committee member selection will include women and at least one under-represented minority.

Committee Terms of Service

- *Ex officio and Emeritus* members: one year. Appointed at the discretion of the president, the ex officio committee member will act in an advisory capacity on a project or program.
- Resident Members: two years.
- Members (Regular, Associate, Candidate, Senior or International member: three years, with possibility of an additional single year, if approved by the committee chairperson and liaison.
- Vice-chairs: two years, unless otherwise noted.
 - Bylaws – no vice chair
 - Education – three years
 - Finance – no vice chair
 - Nominating – no vice chair
 - Professional Development – no vice chair
- Chairs: two years, unless otherwise noted, immediately following a two-year term as vice-chair.
 - Bylaws – one year
 - Education – three years
 - Finance – three years
 - Nominating – one year
 - Professional Development – 5-6 years, two co-chairs
 - Program – three years

Communication

- All committees will have a direct liaison to the Board through an officer, Board member or the Executive Director. These liaisons will provide communication, direction, feedback and, in turn, expect accountability with respect to the strategic plan.
- A Council of Committee Chairs has been formed, chaired by the Secretary of the Board. The Council facilitates communication, cross committee planning and execution.
- Committee input into planning will be encouraged with invitations, as needed, to monthly Board meetings and annual retreats.

Technology

- All committees will have continued and new opportunities to distribute their message and work. These include annual meeting breakout sessions, PedSurgLibrary.com topics, PedSurgResource webpages, ExPERT questions and courses, handbooks, focused content virtual meetings and podcasts.
- All committees will be given access to group collaboration and program management technology (Microsoft Teams).
- Chairs, Council Chair and staff have access to an email group created specifically for the Council of Chairs: chairs@apsaped surg.org.

Administration

- Personnel from the management company will be attending all committee calls.
- Management will be encouraging best practices for committee leadership, size, program management and diversity.

Responsibilities

Board

- Most committees will have a board liaison.
- The liaison and committee chairperson will communicate at least once a month – either by attendance at the monthly committee meeting or offline at their discretion.
- Board liaisons will bring pertinent issues to the attention of the Board and feedback to the committee.

Association Management Company

- The Executive Director will act as the liaison to all the committees not covered by a Board member or officer.
- Management company personnel will attend every committee meeting. Their role will be to facilitate communication, clarify association processes and train and support the committees' use of collaboration and virtual meeting technology.

Committees

- Committee leadership (chairperson, vice chairperson) is responsible for choosing meeting dates, and taking meeting minutes. Minutes are to be uploaded to COC Microsoft Teams. Chairs will create an annual report detailing the committees' work and contribution to the strategic plan. Attendance at the Council of Chairs is strongly encouraged.
- Most committees should meet monthly.
- It is expected that the committees will generate content useful for meeting specific practice gaps of the general membership. Avenues for distribution of this material will be provided.
- For committees appointed by the President, committee chairpersons should submit leadership nominees that represent APSA's diversity goals including at least one woman and one underrepresented minority member.
- Committees should review their mission and vision statements regularly.

Portfolios

Portfolios are made up of similarly themed committees, subcommittees or task forces. These are grouped by either topic or function.

There are 8 operational portfolios:

- 1 – Administrative
- 2 – Governance
- 3 – Finance
- 4 – Meeting, Programming, Publication
- 5 – Pillar and Mission-based
- 6 – Expertise and Focus-based
- 7 – Task Forces
- 8 – Subcommittees

1 - Administrative

Audit

Bylaws

Membership and Credentials

- These predominantly administrative committees perform an operational function for APSA.
- Size, leadership and membership are determined by either APSA's bylaws or the President.
- These committees meet at least annually.
- Communication is via direct leadership participation and an annual written report.

2 – Governance

Nominating

- The Nominating Committee members and leadership are chosen as proscribed by the Bylaws.
- Chair and members serve one year-terms.
- The committee meets as needed to accomplish its goals.
- Providing an annual slate of officers and governors is expected.

3 – Finance

Finance

- Chaired by the Treasurer with membership appointed by the President and focus determined by the Board.
- This committee meets monthly with reports provided as needed.

4 – Meeting, Programming, Publication

Program

Publications

- These committees determine the scientific content of the annual meeting and publications resulting from the meeting.
- They meet as needed.
- Size, leadership and membership are determined by the President.
- Communication is by annual report and direct communication with the President.

5 – Pillar and Mission Based

Diversity, Equity and Inclusion

Education and Informatics

Health Policy and Advocacy

Industry and Institutional Advisory

Outcomes and Evidence-based Practice

Surgical Quality and Safety

Professional Development

Workforce

- These committees intuitively participate in delivering APSA's mission. Their specific scope of work is defined the Board of Governors.
- Vertical and horizontal communication is augmented by a designated leadership liaison.
- There will be periodic written reports and action plans with invited oral reports as needed.
- Leadership and membership are appointed by the President.
- These committees may have an opportunity to present a plenary session at the APSA annual meeting.

6 – Expertise and Focus Based

Cancer

Trauma

Surgical Critical Care

Global Pediatric Surgery

Fetal Diagnosis and Treatment

Childhood Obesity

New Technology

Ethics

History

Benjy Brooks

Wellness

Practice

- These committees have a special expertise or focus. These committees offer an opportunity to professionally network with colleagues, promote the topic of special expertise and generate educational content.
- They are expected to generate content of use to the general membership and have the wide range of APSA distribution programs at their disposal, including a breakout session at the annual meeting.
- Committee leadership (i.e. chairperson, vice chairperson) is determined by a vote of the committee membership. Membership on these committees is filled by volunteer self-appointment. There is no limit to the size of the committee except as designated by the chairperson.
- Committees meet at least annually although monthly is encouraged.
- A written annual report to the Board is expected.

7 – Task Forces

Optimum Regional and Specialty Access (Rural Surgery)

- Task forces are convened to address a specific issue over a defined, potentially renewable time period. Their scope and duration are strictly limited and annually reviewed by the Board.
- Communication is via the Executive Director with written reports and action plans as needed. Committee leadership and membership is appointed by the President.

8 – Subcommittees

Education committee

Patient and family education

Simulation

Student and resident education

Social media

Visual abstract

Telemedicine

Informatics

Outcomes and evidence-based practice committee

Eblast

Survey

- Many committees have subcommittees that address a specific issue or program sponsored by the committee. This practice should be encouraged.
- Subcommittee leads and membership are appointed by the committee chair.

Tips for Committee Chairs

Committee Meetings

Committee Chairs are encouraged to schedule regular meetings with Committee Members. Frequent communication with all committee members is essential for efficient and effective committee work.

Committee Communication

Detailed agendas should be provided in advance of each meeting. All Committee Members should have access to the agenda and materials during the call for full participation.

Meeting Minutes

Meeting minutes are an essential part of every meeting and, therefore, must be produced for all scheduled meetings and sent to staff to be archived.

Meeting Minutes Template

Committee:

Date:

Time:

Location:

In attendance:

In absentia:

- 1. Call to Order (time):**
- 2. Past Meeting Minutes Approval:**
- 3. Summary of Old Business:**
- 4. New Business:**
- 5. Adjournment (time):**
- 6. Action Items (due dates, responsible parties):**

Committee Reports

During your tenure as committee chair you are required to provide reports for the Board of Directors.

Committee Report Template

Committee:

Chair:

Date Submitted:

Report Period:

Current Activities:

Relevant to which pillar of the strategic plan:

	Quality of Care			Organizational Health
	Access to Care			Equity and Social Justice
	National Healthcare Agenda			

Upcoming Planned Activities:

Relevant to which pillar of the strategic plan:

	Quality of Care			Organizational Health
	Access to Care			Equity and Social Justice
	National Healthcare Agenda			

Action Items (due dates, responsible parties):

Outcomes (potential or realized):

Requested action from the Board of Governors (including additional resources):

Specific needs or requests:

Mission and Vision Template

Committee Name:

Committee Chair:

Vision: a declaration of mid- or long-term goals.

Mission: statement of purpose.

Guidelines: How will the committee will achieve its goals? (Should speak to strategies and/or tactics to be employed to fulfill the vision.)

Procedures: step by step (optional).

Date Submitted



Helpful Links and Resources

- Council of Chairs Email Group – chairs@apsaped Surg.org
- Microsoft Teams Chairs Group – all chairs and vice chairs have access to the APSA Council of Chairs team
- Committee Page on APSA Site - <https://apsaped Surg.org/aspa-info/about-us/committees/>

APSA Office and Key Contact Information

APSA is professionally managed by Veritas Association Management, a full-service professional association management company. You have full access to their services and support and will be working with one or several of their staff during your tenure as committee chair, vice chair or member.

APSA Headquarters

1061 East Main Street, Suite 300
 East Dundee, IL 60118
 Phone: 309-PED-SURG (309-733-7874)
 Email: info@apsaped Surgeon.org

VERITAS TEAM MEMBERS	NAME / PHONE	EMAIL
President – Veritas	Sue O’Sullivan Ph: 847-752-6245	Sue@veritasamc.com
Vice President – Veritas	Donna Kelly Ph: 847-752-6249	Donna@veritasamc.com
Interim Executive Director	Blaine Vella Ph: 847-752-5328	Blaine@veritasamc.com
Associate Executive Director	Marina Petrulla Ph: 847-752-5652	Marina@veritasamc.com Marina@apsaped Surg.org
Certified Meeting Planner	Kim Santos Ph: 847-920-6526	Kim@veritasamc.com
Website and IT Director	Curtis Ksenak Ph: 847-752-5355	Curtis@veritasamc.com
Membership Services	Matt Walter Ph: 847-752-0616	Matt@veritasamc.com

APSA Pillars

☀ **Quality of care** ☀ **Access to care** ☀ **National healthcare agenda** ☀
☀ **Organizational health** ☀ **Equity and social justice** ☀

