



AABP Committee Chair Guideline

The purpose of this guideline is to provide committee chairs with direction in managing their AABP committee based on expectations of the Board of Directors.

Committee chairs are appointed by the board according to the AABP Bylaws. Committee chairs can serve a total of two 3-year terms, but cannot serve longer than their regular committee term. Therefore, the term limit of the committee chair is equal or less than the term limit for their committee service (two 3-year terms).

Expectations of committee chairs for facilitating committee work:

1. Assign committee members to complete at least an annual review of the committee web page to update resources, eliminate out dated content and ensure links are current and appropriate.
2. Facilitate and encourage discussion on topics assigned to the committee from the board or the Executive Vice President.
3. Assist the committee in developing member resources and fact sheets.
4. Provide content for the annual conference and preconference seminars to the program committee. Content should be provided by October 15th in the year preceding the annual conference.
5. Provide a report of committee activities to the board of directors at fall and spring board meeting.
6. Provide an agenda for the in person committee meeting at the Annual Conference to the Executive Vice President at least two weeks prior to the Annual Conference for posting on the web site .
7. Chair the committee meeting at the Annual Conference, take roll call, and provide guidance to the vice-chair regarding committee member appointments and re-appointments. Committee chairs who are unable to attend the annual conference should contact the vice-chair well in advance of the meeting so that the vice-chair can chair the in-person meeting. Committee chairs absent from two meetings without board approval will be asked to step down as committee chair.
8. Encourage committee members to provide abstracts to the Executive Vice President for inclusion in the monthly newsletter on topics of interest to the committee.
9. Review position statements and guidelines upon request of the Executive Vice President and provide a recommendation for re-approval, revision or rescinding to the Board of Directors.

Committee members should have regular discussion via email on at least a quarterly basis. If no topics have been addressed or discussed by the committee, the chair should provide a topic for discussion (abstract, resource, committee page on website, program content, etc.) It is also recommended that the committee hold at least one conference call per year in addition to the annual in -person meeting. The board will consider sunsetting any committee without activity for one or more years.