

Advisory Committee Members - Roles and Responsibilities

Each committee may have up to thirteen (13) members, unless otherwise approved by the president and/or president-elect during the appointment process. The chair and board liaison are not included in the committee membership total. Any member in good standing of APHL may serve on a committee. First-time committee appointees serve an initial one-year provisional term, with the option of an additional two-year appointment at the conclusion of the first year. All other committee members are appointed to three-year terms. No committee member should sit on a particular committee for more than two consecutive terms (or a total of six consecutive years). Committee chairs shall serve a term of no more than three years and may serve up to two consecutive terms. Extension of committee chair or member terms due to special circumstances must be approved by the president or president-elect. It is also **strongly** recommended that a member not sit on more than one committee at a time, except in the case of liaisons to other committees.

Committees can require a time commitment of as much as two or more hours per week depending on work products. Each committee has a monthly conference call and if funding permits, will have at least one in-person meeting. Currently, most committee work takes place via web-platform referred to as “SharePoint” or “APHLWEB.” Members must be able to access SharePoint and use it with proficiency. Training will be provided by APHL staff. Please make sure you contact APHL Membership if your email address changes, so that your access to your committee workspace stays current.

Committee members are appointed according to their experience, skills and interests with respect to their ability to generate ideas, discussion and to further the priorities of the committee and association itself. The work of the committee is each committee member’s responsibility. Additional duties of all committee members include:

1. Making a serious commitment to participate actively in the committee’s work, including substantive participation in meetings and discussions (by phone or in-person)
2. Reviewing all committee minutes and other committee documents as they become available
3. Using the committee’s web-based collaboration platform in SharePoint ([APHLWEB](#))
4. Carrying out the charge of the committee and advancing the priorities to further the mission of the Association
5. Putting aside individual interests/needs while participating in committee work, and advising the chair of a perceived conflict and excusing oneself from discussion when there is a conflict of interest
6. Working with the chair and staff to proactively develop items for publication in APHL’s various communication vehicles, (the Member Resource Center, *Lab Matters*, *E Update*, any APHL blogs and other social media sites)
7. Collaborating with external partners, other APHL committees and staff as directed by the chair
8. Participating in the yearly Committee Assessment and Member self-assessment survey.
9. Signing the Association’s Conflict of Interest Statement.

Any travel associated with committee business will be reimbursed under the policies of the Association. Members should work closely with staff to complete plan for travel and reimbursement in the designated timeframe.

Committee Participation Agreement Form

The success of an APHL Committee is driven in large part by the active participation of its members.

Agreement to serve on an APHL Committee implies a serious commitment by members on an ongoing basis and requires a willingness to maintain active participation. Active participation includes:

- Contributing to discussions and participating in Committee meetings;
- Willingness to contribute to the work effort of the Committee, such as voluntarily taking on tasks or assignments;
- Providing deliverables or drafts of deliverables in a timely fashion;
- Being familiar with the goals, objectives and activities of the Committee, including minutes of past meetings; and
- Following discussions of relevant communications such as mailings, email, list serves, etc. as applicable.

APHL recognizes that Members have numerous personal and professional obligations which will, from time to time, conflict with APHL Committee activities. Although every attempt will be made to schedule Committee meetings/activities based on Member availability, it will likely be impossible to accommodate the schedules of every Member. All Committee Members should contact the Committee Chair and APHL staff liaison to make him/her aware of the Member's absence as soon as possible. While the excused absence will not credit the Member for attending, it allows the Committee Chair to determine if the absence will require a change in plans. Alternatively, missed Committee meetings may be made up through other participation opportunities identified by the Committee chair and performed by the Member. However, chronic absenteeism or a lack of member engagement may result in a member not retaining his/her seat on the committee.

In order to maintain membership status committee members must participate in at least 50% of committee meetings (by teleconference or in-person) each year and follow up with the committee staff liaison for updates on missed meetings. A review of member participation and performance will be conducted each year to ensure compliance with member roles and responsibilities and this participation agreement. Any committee member who does not meet the participation requirements may be subject to forfeiture of his/her committee membership.

Participation on this Committee is contingent upon your acknowledgement of the roles and responsibilities and participation agreement by affixing your signature below.

I accept the appointment to the _____ Committee and agree to the roles and responsibilities above.

Signature _____ Date _____

Print Name _____

For any questions regarding roles, responsibilities or APHL governance policies, please contact Denise Dory, Sr. Specialist, Governance and Executive Support at denise.dory@aphl.org or 240.485.2721