

APHL Advisory Committee Membership and Responsibilities

Committee Membership

Committee membership enables APHL members to play an active role in advancing APHL's mission and strategic objectives by sharing their interests, knowledge, and experience in numerous programmatic areas. The committee application process is open to all APHL member categories, utilizing the following specific guidelines:

Public Health Institutional Members and Associates/State, Local, Associate

Institutional: may serve as elected officers, i.e., board members; serve on APHL advisory committees and hold appointed office (e.g., committee chair, liaison, task force)

Emeritus, Retired, Honorary, Student/Fellowship, Individual Members: may serve on committees and hold appointed office (e.g., committee chair, liaison, task force)

Sustaining Members: Sustaining Member shall designate only one individual representative. The individual representative of a Sustaining Member may serve on committees; may not hold appointed office (e.g., committee chair, liaison, task force)

Due to the nature of the programmatic work and discussions of some committees, the possibility exists that participation on such committees could give one corporate member an advantage over other sustaining members. Therefore, some committees will not have sustaining members at this time. These committees include Environmental Health, Infectious Disease, Informatics, Newborn Screening, and Public Health Preparedness and Response. Sustaining member representatives should consider applying for other committees. Alternative methods of engagement are always available to sustaining and other APHL members.

Conflicts and Disclosures

Any member serving on a committee has an obligation to disclose any conflicts and recuse themselves from discussions or votes in which a conflict exists.

Committee Composition and Terms

Each committee may have up to thirteen (13) members, including a vice-chair. Any additional member beyond 13 must be 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. 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.

Responsibilities

Committees can require a time commitment of as much as eight or more hours per month 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 communication, meetings and work take place via web-platform, e.g., CoLLABorate, Sharepoint, Microsoft Teams, Zoom, etc. Members must be able to access these platforms. 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 the association itself. At all times, the best interest of APHL and its members will be the prime consideration. 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. Completing the Committee Participation Agreement
3. Reviewing all committee minutes and other committee documents as they become available
4. Using the committee's web-based collaboration platform in CoLLABorate or ([APHLWEB](#))
5. Carrying out the charge of the committee and advancing the priorities to further the mission of the Association
6. 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
7. Reading the Association's Conflict of Interest Policy and signing the Conflict of Interest Disclosure Form
8. 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)
9. Collaborating with external partners, other APHL committees and staff as directed by the chair
10. Participating in the yearly Committee Assessment and Member self-assessment survey.
11. Being respectful of your fellow committee members and practicing decorum and rules of order

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