



Duties and Responsibilities of Standing Committees

PURPOSE:

The purpose of this policy is to outline the duties and responsibilities of INACSL Standing Committees. This policy supports Strategic Plan Goals: A1. Be an equitable, efficient, and effective governing board and A3. Create an organizational infrastructure that anticipates and responds to growth. Guidelines on Committees can be found in the Bylaws.

POLICY:

Per the INACSL Bylaws, Standing Committees shall be established as necessary to carry on the work of the Association. Standing Committees and duties are outlined below and may vary based on current needs of the organization.

Per the Bylaws, the term of office for all appointed positions shall be two (2) years or until their successors are selected. Committee Chairs and members may serve no more than two (2) consecutive terms on the same committee, unless an exception is requested. The membership size of each committee shall be determined by the Committee Chair and Board Liaison.

The members of Standing Committees shall be selected through an application process with applicants being reviewed by the Chair and Vice Chair of the Committee in consultation with the Board Liaison.

Committee Structure and Roles

All committee members and officers are expected to uphold the INACSL Bylaws. Unless otherwise noted, each committee has a Chair and Vice Chair approved by the President. In addition, each committee has an assigned staff contact and a Board of Directors (BOD)-appointed liaison. The roster of committee members includes contact information for each committee member, staff contact, and Board Liaison. Members will have the option of opting-in to having their contact information displayed on the public roster, as per the General Data Protection Regulation (GDPR).

- The Chair performs the following duties:
 - Works with staff to develop the agenda for each call or meeting.
 - Determines when to cancel a scheduled meeting or convene an unscheduled meeting.
 - Presides over all meetings and conference calls/or designates a moderator.
 - Delegates tasks to committee members.
 - Provides reports to the BOD.
 - Works collaboratively with the Vice Chair and trains them for succession purposes.
- The Vice-Chair performs the following duties:
 - Presides over meetings in the absence of the Chair.
 - Learns the duties of the Chair in preparation for succession.
 - Accedes to Chair following their term of service as Vice-Chair.
- The Board Liaison performs the following duties:
 - Reports committee activities and brings committee recommendations to the BOD.
 - Relays BOD charges and feedback to the committee.



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- Provides direction to committee members to achieve charges and maintain alignment with the strategic plan.
- The Association Management Company (AMC) staff performs the following duties:
 - Sends electronic invitations to meetings to all committee members.
 - Attends all meetings/conference calls.
 - Maintains attendance rosters of all committee members; notifies Chair and Board Liaison if a committee member does not meet attendance requirements.
 - Records and distributes notes.
 - Coordinates the distribution of agendas, notes, and supporting materials to the Chair, Vice Chair, Board Liaison, and committee members.
 - Maintains the roster of committee members.
 - Communicates meeting time/date changes, meeting cancellations, and teleconferencing procedures to committee members.
 - Drafts correspondence on behalf of the committee.
 - Completes committee tasks and follow-up as requested by the committee.
- Committee members perform the following duties:
 - Participates in all meetings/conference calls.
 - Completes tasks and assignments as designated by the Chair, Vice Chair, and the BOD.
 - Promotes committee activities to other members of INACSL.
 - Maintains confidentiality of Committee activities and discussions.

Standing Committees

- I. **Conference Planning Committee.** The Conference Planning Committee (CPC) is responsible for activities related to the annual conference, with special consideration for providing an engaging educational networking opportunity through the annual conference and balancing the needs of the novice to expert member from a variety of settings (education, industry, operations, and research). The CPC performs the following duties:

- Oversees the abstract review and selection process for the annual conference.

Special Qualifications and Accountability of the Conference Planning Committee.

- Members shall be strategically assigned to represent the following areas: advanced practice, novice, academia, and clinical practice.
- A representative from the IncluDE committee shall serve on this committee.

- II. **Education Committee.** The Education Committee conducts robust environmental scanning to inform educational programming for our membership. The Education Committee is responsible for determining the annual webinar series topics and speaker selection, recommending subject matter experts, and brainstorming innovative ways to meet the needs of the simulation community through educational products and services. The Education Committee performs the following duties:

- Oversees INACSL educational offerings that award contact hours to ensure compliance



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with accrediting body regulations.

- Manages HomeGrown Solutions, a collaboration between the National League for Nursing and INACSL, that provides the opportunity for simulationists to share innovative simulation ideas with step-by-step instructions for replication.
- Oversees partnership with the Society for Simulation in Healthcare (SSH) and the Association of Standardized Patient Educators (ASPE) to facilitate the *Standards, Core Competencies and Best Practices in Healthcare Simulation Workshops*, providing a minimum of three or more workshops annually in conjunction with SSH and ASPE.
- Plans the Women in Leadership one-day workshop, as needed, in collaboration with SSH and ASPE.
- Collaborate with the Lead Nurse Planner as needed.

III. **Financial Oversight Committee.** The Financial Oversight Committee is responsible for supporting financial oversight of the organization, monitoring audit/review cycles, and seeking revenue generating opportunities. The committee performs the following duties:

- Provides oversight and advisement to the INACSL BOD to ensure the financial health of the organization.
- Works to expand the organization's capacity to offer grants and scholarship opportunities.
- Reviews annually and making recommendations on the budget.
- Reviews annually and making recommendations regarding the organization's investment strategy.
- Reviews financial policies and providing feedback, as needed.

Composition of the Financial Oversight Committee

- The elected Treasurer-Secretary shall act as Chair of this committee. Therefore, this committee does not need a Vice Chair for succession purposes.

IV. **Governance Committee.** The Governance Committee is responsible for the work of Bylaws, policies and procedures. They perform the following duties:

- Provides oversight and advisement to the INACSL BOD regarding best practices in organizational governance.
- Reviews the Bylaws and facilitates updates, as needed.
- Assists with the creation of and periodic review of organizational policies and procedures as needed.

V. **IncluDE Committee.** The IncluDE Committee fosters diversity, inclusivity, acceptance, and equity within INACSL and the healthcare simulation community to impact the profession and society. They work to cultivate understanding, appreciation, and recognition that diversity and individual differences are a source of strength. The committee performs the following duties:

- Provides resources that promote respect for diversity including, but not limited to, age, culture, disability, ethnicity, gender, nationality, race, religion, sexuality, socioeconomic status, and individual diversity of perspective.



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- Promotes civility and respect for voice, dignity, and potential of each individual.
- Acknowledges and addresses the needs of populations who are underserved.

VI. **International Affairs Committee.** The International Affairs Committee sustains a community of practice for international members regarding projects and international outreach. They facilitate collaboration between international members and other members who are native speakers of English, as well as promote publication of international research projects. They perform the following duties:

- Explores opportunities for INACSL to expand membership internationally.
- Develops ideas and processes for INACSL to disseminate the Healthcare Simulation Standards of Best Practice™.
- Reviews Regional Interest Group (RIG) applications and presenting to the INACSL BOD for approval to connect international members for simulation research, learning, and practice in a designated international geographical region.

VII. **Membership Committee.** The Membership Committee is responsible for the work of increasing membership, providing engagement of membership, and retaining current members. The Membership Committee performs the following duties:

- Executes membership-related activities.
- Works with staff on issues directly related to membership engagement and outreach.
- Executes the process for annual membership awards, including, but not limited to, the Excellence Awards and the Anthony Battaglia Conference Scholarship.
- Solicits member feedback through periodic membership surveys, identifying current membership trends, and utilizing this information to propose member engagement initiatives and benefits to better serve the membership.
- Identifies new affiliate opportunities for the organization.
- Reviews Special Interest Group (SIG) applications and presenting to the INACSL BOD for approval.

Special Qualifications and Accountability for Membership Committee. Strives to maintain a diverse committee make up that reflects the diverse membership of INACSL.

VIII. **Nominations and Elections Committee.** Per INACSL Bylaws, the Nominations and Elections Committee is responsible for annually soliciting names of members who are interested in running for any office through a virtual nomination process established by the BOD and preparing a slate of, optimally, two (2) candidates for each elective office and present slate to the BOD for approval. Refer to the Bylaws for more information.

Composition and Selection of Nominations and Elections Committee. Five (5) members elected by the membership serving staggered terms. Three (3) members shall be elected in even numbered years, and two (2) members shall be elected in odd numbered years. The committee shall elect the Chair of the committee each year after new members are seated from among its



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members by majority vote.

Term of Office for Nominations and Elections Committee Members. The term of office of members of the Nominations and Elections Committee shall be two (2) years or until their successors are elected.

IX. **Research Committee.** The Research Committee is responsible for supporting advancement of the scholarship of simulation, generating ideas for research and research funding, providing members with opportunities to receive research training and mentorship, and managing INACSL's research related programs and awards. The Committee monitors the healthcare simulation research environment and provides recommendations to the BOD for INACSL's Research Priorities. The committee performs the following duties:

- Serves as the point of contact for the Sigma Theta Tau International (STTI) Repository.
- Manages professor rounds and poster judging for the annual conference.
- Administers the annual Debra Spunt Research Grants.
- Manages the annual INACSL Research Fellowship.
- Updates and maintains the Instrument Repository on the website.
- Maintains the Regulation Simulation Map on the website regarding the status of regulations that affect the advancement of simulation education and practice.
- Reviews research requests to solicit participation in research from INACSL Members and works with staff to disseminate requests via email and social media.

Special Qualifications and Accountability of the Research Committee. PhD, EdD, or DNP preferred, will consider MS with strong interest in research.

X. **Standards Committee.** The Standards Committee is responsible for the development, quality assurance, and revision of the Healthcare Simulation Standards of Best Practice™ as new evidence and best practices emerge from research.

Special Qualifications and Accountability for Standards Committee. A member must hold a doctoral degree to be eligible to serve on the Standards Committee.

This policy shall be reviewed by the Governance Committee annually and as needed.