

AmSECT Committee Orientation



Committee Orientation

About AmSECT

Association Governance 101

Board & Committee Roles and Responsibilities

Key Governing Documents and Tools

Committee Charter





AmSECT History

The American Society of ExtraCorporeal Technology was founded in 1964 with the belief that members of the then-new allied health field could best serve their profession by sharing their thoughts and experiences.



AmSECT Mission Statement

The mission of AmSECT is to foster improved patient care and safety by providing for the continuing education and professional needs of the extracorporeal circulation technology community.

AmSECT Governance Structure

BOARD

12 Voting Board Members:

- 4 Officers (Executive Committee)
 - President (2 year term)
 - President-Elect (2 year term)
 - Secretary (2 year term)
 - Treasurer (2 year term)
- 8 Zone Directors
 - 2 from each of the 4 zones

For Current Board of Directors Listing, Visit the AmSECT Website Below:

<https://www.amsect.org/page/leadership-1077>



2020-2021 AmSECT Executive Committee



President
James A. Reagor,
MPS CCP FPP



President-Elect
Tami Rosenthal CCP
MBA FPP



Treasurer
William Scott Snider
CCP



Secretary
Theron Paugh, BS
CCP



2020-2021 AmSECT Zone Directors

Zone 1 Directors: You are a resident of Zone 1 if you live in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, or Wyoming.



Cory M.
Alwardt,
PhD CCP



Renee L.
Axdorff-
Dickey CCP
MBA

Zone 2 Directors: You are a resident of Zone 2 if you live in Arkansas, Illinois, Iowa, Kansas, Louisiana, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Texas, or Wisconsin.



Gregory A.
Mork, BA
LP CCP



Ben
Swanson,
MPS CCP

2020-2021 AmSECT Zone Directors

Zone 3 Directors: You are a resident of Zone 3 if you live in Alabama, Florida, Georgia, Indiana, Kentucky, Michigan, Mississippi, Ohio, Tennessee, or Puerto Rico.



Karim Jabr,
CCP LP
CSSBB



Isaac
Chinnappan, MS
CCP LCP FPP
CPBMT

Zone 4 Directors: You are a resident of Zone 4 if you live in Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, or West Virginia.



Molly
Dreher, CCP
FPP



Jennifer
Mottern
Porembski,
MS CCP

Committees



Elected Committees

Achievement Recognition

Bylaws

Ethics

Nominating

Standing Committees

Finance

Government Relations

Strategic Planning



Appointed Committees

Conference Planning Committee

History Committee

International Consortium for Evidence-Based
Perfusion (ICEBP)

International Board of Blood Management (IBBM)

Membership Committee

Pediatric Fellow Review Committee

Pediatric and Congenital Committee

Perfusion Without Borders Committee

Safety Committee

Student Involvement Committee

Committee Involvement

Committee Structure

- Appointed chair and committee members
- Board liaison - becomes the voice of the board at committee meetings and becomes the voice of the committee at our board meetings
- An assigned headquarters staff liaison - assists with the meeting logistics and follow through

Goal of committee: To assist in development of the programs and tools (answering the “How and When” questions)

Task Forces

Joint Commission Toolbox Task Force

Leadership Task Force

Communications Task Force

Safety/Event Reporting Task Force



Liaisons

AABB –American Association of Blood Banks

AACP—American Association of Colleges of Pharmacy

AAMI-- Association for the Advancement of Medical Instrumentation

ABCP-- American Board of Cardiovascular Perfusion

AC-PE –Accreditation Committee – Perfusion Education

CAAHEP --Commission on Accreditation of Allied Health Education Programs

ELSO—Extracorporeal Life Support Organization

SABM -Society for the Advancement of Blood Management

<https://www.amsect.org/page/liasons>



AmSECT Partners

MANAGEMENT

SmithBucklin

ATTORNEY

Barnes and Thornburg LLP (Paula Goedert)

AUDITOR

Mueller & Co.

INVESTMENT ADVISORS

Morgan Stanley



Governance Overview



What is the Purpose of the Board?



To govern the association in such a manner as to ensure its long-term viability

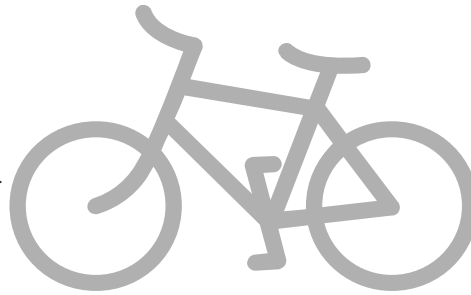
THE BOARD EXISTS TO:

- Set strategic long-term vision of the organization
- Establish association policy
- Maintain overall fiduciary responsibility
- Ensure actions are legal

The Bicycle Analogy

Front

GOVERNANCE
GOVERNING BOARD



Back

MANAGEMENT
COMMITTEES



The Bicycle Analogy

Board is the front wheel, provides vision and direction and steers team. The Board sets the goals and key objectives.

Staff and other volunteers (committees) are the back wheel, providing the energy and resources to operate the bike.

Board Responsibilities

LEAD THE ORGANIZATION


- Determine the mission and purpose
- Determine, monitor and strengthen the programs and services
- Assure the delivery of services.
- Ensure that the work has measurable value to the organization.
- Communicate the message about the organization's status.

PLAN FOR THE FUTURE

- Develop strategic goals and help plan for the future
- Success planning – recruit new board and committee members; mentor for leadership positions
- Fiscal responsibility

Committee Responsibilities

BOARD LIAISON

1. Interpret how the overall goals of AMSECT fit into the specific functions of the committee and ensure role clarity with committee members.
 2. Communicate the goals of the board of directors and how these fit into the committee objectives. (i.e. what the board wants the committee to accomplish).
 3. Teach/mentor committee chairs on the scope of their role and responsibilities. Provide specific direction for the committee chair.
 4. Report committee member and chair evaluation performance to AMSECT leadership.
 5. Bring requests from the committee back to the Board of Directors (if applicable).
 6. Communicate committee progress to Board of Directors.
 7. Bring any budgetary requests from the committee and submit (via staff) to the finance committee for consideration.
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Committee Responsibilities

COMMITTEE CHAIR

1. Work with board liaison/staff liaison/committee to establish an action plan/flow of work to accomplish annual committee goals. Such plans could include; meeting schedules, timelines, strategies, action steps, financial implications/needs, and assignments for getting committee work accomplished.
2. Provide leadership and direction to the committee.
3. Teach/mentor committee members on their roles and jobs within the committee.
4. Communicate action plan to committee and assign tasks to committee members.
5. Maintain communication with committee members, assigned board liaison and staff liaison on behalf of the committee.
6. Submit written committee reports when necessary or upon request to the board liaison.
7. Work within the budget parameters to accomplish committee work.
8. Communicate concerns regarding committee charges or processes to the Board liaison/Staff Liaison who will review and escalate to the Board of Directors.

Committee Responsibilities

COMMITTEE MEMBER

1. Complete assigned tasks within established timeframes.
2. Report to committee chair if completion of assignments and/or committee participation is delayed or not possible.
3. Be available to participate in committee calls/meetings and check email at least two times per week.

Committee Responsibilities

STAFF LIAISON

1. Provide strategic support to committee chair/Board liaison.
2. Assist committee chair/Board liaison in communicating goals of the Board of Directors.
3. Assist committee chair in project management of committee deliverables.
4. Monitor budget management/budget exceptions.
5. Work with board liaison and committee chair on annual budget requests.
6. Work with board liaison and committee chair to establish call/meeting schedules and send out meeting requests to committee.
7. Work with board liaison and committee chair to create agendas and send out to committee.
8. Provide any needed documentation to support agenda items.
9. Take minutes unless otherwise directed.
10. During first committee call, review roles & responsibilities, review committee charge and staff support role.
11. Maintain files that support committee work.
12. If committee uses online community, keep repository updated.
13. If needed, set up logistics for in-person meetings.

Key Governing Documents





Governance Tools

BYLAWS

POLICIES & PROCEDURES

BUDGET

STRATEGIC PLAN

COMMITTEE CHARTERS



AMSECT Bylaws (The Internal Rule Book)

Define our organization and how it functions

Made to fit the organization they serve

Individualized

Can only be amended with board and membership approval

Download the Bylaws Here:

<https://www.amsect.org/page/about-amsect>

Policies and Procedures

Policies are principles, rules, and guidelines formulated or adopted by an organization to reach its long-term goals

They are designed to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them

Policies tell us WHAT and WHY!

Procedures are the specific methods employed to express policies in action in the day-to-day operations of the organization

Procedures tell us HOW and WHEN!

Policies and Procedures

Together, policies and procedures ensure that the business of the organization is carried out in a systematic manner.


Take out any perception of personal bias.



2020-2022 Strategic Plan

A strategic plan is a document used to communicate with the organization the organization's goals, the actions needed to achieve those goals and the timeline outlined to work towards the goals.

Four overarching goal topics for the AmSECT 2020-2022 Strategic Plan:

- Quality Improvement
 - Education
 - Safety
 - Professional Needs
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2020-2022 Strategic Plan

Goal #1: Quality Improvement:

Improve the outcomes for patients undergoing cardiopulmonary bypass by facilitating the endorsement of AmSECT's Standards & Guidelines, implementing Centers of Excellence designation, developing quality improvement tools, and collaborate with the PERForm Registry.


By December 31, 2020

1. Secure endorsement of AmSECT's Standards & Guidelines from the Society of Thoracic Surgeons and the Society of Cardiac Anesthesiologists. Determine the Societies whose endorsement would be beneficial to AmSECT, ie, AORN
2. Establish the Centers of Excellence designation to acknowledge programs that demonstrate structure and process that promotes safe and effective care for patients undergoing cardiopulmonary bypass.

By December 31, 2021,

1. Determine opportunities for collaboration with PERForm Registry.

By December 31, 2022,


1. Develop quality improvement tools and educational materials for community.
 2. Develop core measures and national quality initiatives
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2020-2022 Strategic Plan

Goal #2: Education

Create educational programs focused on improving patient outcomes and fostering professional development.

By December 31, 2020,

1. Determine long-term viability of AmSECT University, including structure, content, pricing, management.
 2. Develop and implement Certified ECMO specialist exam.
 3. Continued support and development of the Leadership Symposium, with evaluation of expansion of program to include additional mentors, alumni and attendees.
 4. Establish AmSECT Webinar Series
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2020-2022 Strategic Plan

Goal #3: Safety

Establish an event reporting mechanism to improve safety across institutions.

By December 31, 2021,

1. Determine feasibility of a perfusion focused event-reporting registry.

By December 31, 2022,

1. Determine the structure for the safety reporting system if feasible

Download the Strategic Plan Here:

<https://www.amsect.org/page/about-amsect>



2020-2022 Strategic Plan

Goal #4: Professional Needs

Develop tools, materials and communications to further the professional needs of the community.

By December 31, 2021,


1. Develop a toolbox to assist teams preparing for regulatory review.

By December 31, 2022,

1. Develop and implement a membership communications plan across all AmSECT communication platforms and vehicles.

Committee Charter

Foundational document used to provide a quick snapshot of the committee's:

1. Committee Charges:
 - Committee Projects & Goals
 - Should be SMART: Specific, Measurable, Attainable, Relevant, Time-Based
 - Should Tie In to Strategic Plan or Function of Association
 2. Members
 3. Committee Membership Requirements & Expectations
 4. Important Documents
 5. Board Liaison Contact
 6. Staff Liaison Contact
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Next Steps

Determine Committee's plan of action for the year:

1. Review Committee Charter & Discuss Addition of New Charges for the Year With Committee
2. Set a timeline for projects
3. Set up meetings as necessary
4. Communicate Regularly with Staff Liaison and Board Liaison on Needs

thank you

