

STANDARD OPERATING PROCEDURES (SOP)

Committee Roles & Responsibilities

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STATEMENT OF INTENT

Provide a guideline of the roles and responsibilities of committee chairs and co-chairs of the Texas Trauma Coordinator Forum (TTCF).

PROCEDURE

I. Nominations for committee chairs and co-chairs:

- a) Annual nominations for committees will be held in the general membership meeting of the TTCF in the 2nd quarter with approval in the general membership meeting in the 3rd quarter.
- b) Chair and co-chairs will serve for the period of one year and may be re-elected annually.

II. Role of the committee chair:

- a) Required to attend 50% of the TTCF general and board meetings per year
- b) Submit a record of attendance to the TTCF secretary on a quarterly basis.
- c) Develop an annual committee plan which mirrors the goals and vision of TTCF.
- d) Arranges in advance for co-chair or leadership of the committee when unable to attend a general membership meeting and communicates this to TTCF president.
- e) Give a verbal report to the general membership and written summary of the committee activity and discussion to the TTCF secretary on a quarterly basis.
- f) Submit an annual budget (see Bylaws).

III. Role of the committee co-chair:

- a) If the committee chair is unable to attend a general membership meeting the co-chair will assume the role of the committee chair as above.
- b) If the committee chair is unable to fulfill their commitment of 50% general and board meeting attendance, the co-chair will assume the role as committee chair.
- c) Appointment of a new co-chair will be selected by the TTCF President if the current co-chair must assume chair position.

IV. TTCF president will communicate with the chair or co-chairs by phone or in writing regarding these roles and responsibilities on a regular basis throughout the year.

Reference:

Past Texas Trauma Coordinator Forums

AUTHORS

Strategic Planning Committee

DATE

January, 2003

February, 2009 – Revisions

March, 2017 - Revised