NAEMSE Governance Committee Charter
Charter Version: 1.0, 03.15.2024

Mission: The primary mission of the Governance Committee is to provide ongoing recommendations to the Board of Directors on matters related to association function. This committee is comprised of active NAEMSE members. The Governance Committee seeks to enhance the quality of the board, ensure board members act according to association by-laws, and enhance current and future board composition and effectiveness.

Boundaries: The Governance Committee does not serve as the governing body of the association. The members of this committee alone do not officially represent the association. Committee participation is voluntary. This committee and each committee member serve at the pleasure of the Board of Directors.

Committee Members:
Selection, and term lengths of Committee Chair is governed and informed by Association By-laws.

Committee Leadership:

1. Chair
   a. Serves as committee liaison to the Board of Directors and Executive Director and provides leadership and direction for committee function and governance.

2. Secretary
   a. Solicited from committee membership and selected by the Committee Chair, serves to keep committee meeting minutes and facilitates committee proceedings.

Committee Membership:

1. Committee membership is appointed and selected from active NAEMSE members.
2. Committee members maintain committee membership by attending at least 50% of committee meetings over a two-year period, and falling below this threshold could result in being removed from committee membership.

**Administrative Support:** This committee will receive general administrative support from the NAEMSE Office; this support is generally limited to scheduling official virtual or physical committee meetings, printing/distributing finalized committee documents such as agendas, maintaining the committee roster, and digitally storing official committee proceedings such as finalized meeting minutes. This committee should be as self-supportive as possible while still utilizing NAEMSE resources and staff support.

**Roles and Responsibilities:** The Governance Committee will:
1. Oversee board elections from nominations through selection processes.
2. Development of recommendations and revisions of association bylaws and policies as identified by the board.
3. Monitor adherence and practice to Association By-Laws and ethics standards with corrective action(s) as needed.
4. Engage in the association’s growth through strategic initiatives, board education, and cultivating future association leaders.

**Subcommittee and Workgroups:** The charter for this Committee does not specify the construct of any subcommittees or workgroups. Subcommittees or workgroups may be formed ad hoc as determined by the Co-Chairs based on a need or specialty project.

**Indicators:** The Governance Committee has the following defined indicators related to **Roles and Responsibilities**:
1. Meeting attendance of at least 50% of committee membership annually.
2. Successful election processes for the Board of Directors.
3. Corrective actions as needed for adherence to Association By-Laws and associated policies.
4. Review of Association By-Laws and associated policies with development or revisions as needed.

Additional indicators for formed ad hoc subcommittee(s) and workgroup(s) need to be defined by Committee Co-Chairs as part of establishing such groups. Additional committee, subcommittee(s), and workgroup(s) indicators may be established by the Board of Directors.

**Deliverables:** The Governance Committee will have the following annual deliverables:
1. *Year in Review* document submitted to the Board of Directors annual board meeting at Symposium. This document is intended to summarize the committee’s work, contribution to the association and EMS education profession in meeting the committee’s roles and responsibilities, and performance based on committee
indicators. The committee’s *Year in Review* document will then be published in Educator Update.

a. To be submitted to NAEMSE’s Executive Director at least 30 calendar days before the start of Symposium.

2. An article for each Educator Update related to the committee’s mission, ad hoc subcommittee(s) or workgroup(s), or contribution(s) to the association.
   a. Submitted based on Educator Update publication timeline.

3. A webinar or similar presentation to NAEMSE membership related to the committee’s mission, ad hoc subcommittee(s) or workgroup(s), or contribution(s) to the association.
   a. Scheduled and coordinated with NAEMSE Staff Liaison.

**Meetings and Communication:** The Governance Committee will meet at minimum twice a year, with one virtual meeting and one in-person meeting at Symposium. Meetings will be scheduled and communicated in advance. Additional meetings may be scheduled as determined by the Committee Co-Chairs. Communications will primarily be electronic using emails registered with NAEMSE.

**Committee Ground Rules:** To promote a respectful, productive, and association-focused environment to the mission of NAEMSE and this committee, members of the committee have agreed upon the following ground rules:

1. We will listen actively to each other.
2. We will respect the thoughts, ideas, time, and concerns of others.
3. We will allow all members to actively participate in discussions, evaluations, and the generation of ideas.
4. We will respect each other’s ideas by allowing only one person to speak at a time.
5. We will focus on understanding concerns, opportunities for improvement, and sound education principles.
6. We will focus on ideas that are constructive and focused on advancing EMS education as a profession and evidence-based EMS practice.
7. We will work to resolve conflict by understanding opposing views, being respectful of dissenting opinions, transparency in data and establishing fact, and professional communications.
8. We will not undermine or discredit the efforts, purpose, and work of this committee or association.
9. We will make every effort to begin and end meetings on time and free of distractions.
10. We will work to champion a committee and association that supports membership, EMS learners, and all types of EMS educators.