

**Trauma Center Association of America
Committee Guidelines
November 2017**

**TCAA
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Article I. Membership

Section 1.1. Eligibility

All committee members must be employed with a member hospital. In the event a committee member is no longer employed by a member hospital, the committee member will no longer be eligible for committee participation. In exceptional circumstances, a committee member who is no longer employed by a member hospital may have their term extended to complete a specific task or support a needed function of the committee. This extension and its duration will be at the discretion of the relevant Committee Chair and must be approved by the Executive Committee.

*The exception to the rule being if a committee member retires, then they may remain on the committee as an advisor until their term ends. Final approval by committee chair is required, in consultation with TCAA, for extended time periods of mentoring and project completion.

Section 1.1.A. Restrictions

Committee members are limited to holding a seat on no more than two committees during one period of time.

Section 1.2. Application Process

An all-call for applications will be sent out to member hospitals on an as needed basis. Once applications are submitted, the applications with corresponding CVs will be reviewed by the Committee.

* The exception to the rule will be the TCAA Fellows. The TCAA Fellows during their fellowship will self-identify with a committee they would like to join and forego the application process.

Section 1.2.A. Application Approvals

Members are selected by committee leadership and then forwarded to the board for final approval.

Section 1.2.B. Member Appointment Letters

Selected Members will receive a formal appointment notification in the form of a welcome letter.

Section 1.3. Member Participation

All committee members and leadership will be held to a 50% participation rate per year per committee. All committee members are expected to attend the in person committee meetings during the Annual Meeting.

Section 1.3.A. Dashboards

Member's attendance will be monitored. An Attendance Dashboard will be available to the committee members at each committee meeting.

Section 1.3.B. Member Letters

An Attendance Letter will be provided to each member annually to inform the members of their participation and confirm member interest in continued membership.

Section 1.4. Committee Member Terms & Renewals

Committee members will serve a 3 year initial term, then 1-3 year term renewals with leadership having the final approval of term renewal

Section 1.4.A. Member Certificates

Members will receive a member certificate annually identifying them as a member of the committee.

Section 1.5. Termination

Any member may resign its membership to the committee at any time by notifying the Committee Chairman or the TCAA President. The terminated member may be invited or permitted to reapply for committee membership at the discretion of the TCAA President and Committee Chairman.

Upon review by Committee Governance, members may be asked to resign from their position if attendance is not met or a conflict of interest is identified.

Article II. Leadership

Section 2.1. Committee Governance

Each Committee will be encouraged to have a Chair, Chair Elect and Past Chair.

Section 2.1.A. Terms

Each leadership position will be a two year term.

Section 2.2. Leadership Roles & Responsibilities

The Chair will collaborate with the TCAA staff for development of the agenda, minutes and resource documents.

Section 2.3. Board Liaisons

Each committee's Chair will serve as a liaison to the Board. As Board liaison, the Chair will report to the Executive Committee on quarterly meetings as requested and to the board during the annual business meeting.