

## **COMMITTEE AND WORKGROUP RESPONSIBILITIES**

Members of Committees and Workgroups are selected from the general NATCO membership. Committee Members and Workgroup Members must be in Active status throughout the length of time of the Committee and Workgroup duration.

### **A. NATCO Committees**

#### **1. Chairperson – Time Commitment**

- a. Serve a one-year term and will be designated by the President.
- b. Chairs may serve additional subsequent terms as requested.

#### **2. Chairperson - Expectations**

- a. Follows the duties and responsibilities of the position as stated in the Bylaws.
- b. Is familiar with and adheres to the policies and procedures in this manual and the Bylaws.
- c. Collaborates and communicates regularly with their assigned Board Liaison (refer to Board Liaison Responsibilities found elsewhere in this manual).
- d. Attends all meetings and conference calls of the Committee or Project. The Committee Chair will notify the Board Liaison immediately if he/she cannot be present at a scheduled meeting or conference call.
- e. Notifies the Board Liaison if unable to complete assigned tasks within the agreed-upon time frame or if assistance is required.
- f. Represents the NATCO membership and recognizes the disciplines within the practice of transplantation.
- g. Submits a monthly report on the official report form by the requested deadline. This report is submitted to the Board Liaison with a copy to the Executive Office for inclusion with the Board agenda materials.
- h. Is encouraged to attend Board meetings at their own expense. However, if their presence is requested by the Board of Directors or the President, NATCO will cover expenses.
- i. Copies all correspondence to the Executive Office and the Board Liaison.
- j. Adheres to the organizational planning calendar, established in conjunction with the Executive Director and approved by the President.
- k. Implements directives from the Board of Directors provided in the meeting minutes and complies with requests from the Board Liaison.
- l. Encourages the participation of committee members in the activities of the committee by delegating tasks as appropriate.
- m. Maintains regular and open communication with committee members
- n. Maintains meeting attendance and minutes

- n. Contacts the Executive Office at least one week prior to scheduling any conference calls for approval to ensure budget compliance and assignment of conference call number.
- o. Contacts the Executive Office and Board Liaison before approving or making any budgeted expenditures to ensure budget compliance.
- p. Reviews and signs NATCO's Conflict of Interest and Disclosure Forms prior to beginning of term as Committee Chair or Workgroup Leader.
- q. Reasons for removal of a Committee Chair are consistent with the Bylaws and may include, but are not limited to failure to meet expectations, exhibiting unprofessional behavior or appearance, intentional deception, misrepresentation of position, alleged embezzlement, forgery or extortion of organization funds and conviction of a felony.

**3. Committee Member - Time Commitment**

- a. Serve a one-year term
- b. May serve additional subsequent terms as requested.

**4. Committee Member - Expectations**

- a. Participate in conference calls
- b. Respects different points of view.
- c. Considers what the NATCO members would think.
- d. Respects time limits – they are necessary to achieve what the committee needs to accomplish
- e. Asks for clarification when needed
- f. Provides timely written or verbal feedback on issues or documents under discussion by the committee.

**B. NATCO WORKGROUPS**

**1. Workgroup Leader – Time Commitment**

- a. Designated by the current President on an as needed basis at the time it is determined that a Workgroup is needed.
- b. Workgroup projects may be complete within one (1) year, but may be extended if deemed appropriate by the President.
- c. Terms are completed once project initiative is complete. Workgroups will be dissolved once the goal has been accomplished.

**2. Workgroup Leader - Expectations:**

- a. Collaborates and communicates regularly with their assigned Board Liaison (refer to Board Liaison Responsibilities found elsewhere in this manual).
- b. Summarizes and submits reports workgroup activities for Board meetings and communication to the workgroup members
- c. Implements directives from the Board of Directors provided in the meeting minutes and complies with requests from the Board Liaison.
- d. Encourages the participation of workgroup members in the activities of the workgroup by delegating tasks as appropriate.
- e. Maintains regular and open communication with workgroup members

- f. Maintains meeting attendance and minutes
- g. Contacts the Executive Office at least one week prior to scheduling any conference calls for approval to ensure budget compliance and assignment of conference call number.
- h. Contacts the Executive Office and Board Liaison before approving or making any budgeted expenditures to ensure budget compliance.
- i. Reasons for removal of a Workgroup Leader are consistent with the Bylaws and may include, but are not limited to failure to meet expectations, exhibiting unprofessional behavior or appearance, intentional deception, misrepresentation of position, alleged embezzlement, forgery or extortion of organization funds and conviction of a felony.

**3. Workgroup Member - Time Commitment**

- a. Serve a one-year term
- b. May serve additional subsequent terms as requested.

**4. Workgroup Member - Expectations**

- a. Participate in conference calls
- b. Respects different points of view.
- c. Considers what the NATCO members would think.
- d. Respects time limits – they are necessary to achieve what the workgroup needs to accomplish
- e. Asks for clarification when needed
- f. Provides timely written or verbal feedback on issues or documents under discussion by the workgroup.