

**POLICY AND PROCEDURE  
MANUAL**

**Revised 2024**

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## **1. Board of Directors**

### **1. A. Expectations of Board Members**

- Board members attend all Board meetings.
- AmSECT is responsible for all reasonable expenses incurred to attend required meetings.
- Reimbursement policies are located in section 11.
- Upon request, Board members serve as judges, AmSECT ambassadors, moderators and other requested AmSECT roles during conferences.

### **1. B. Number of Meetings per Year**

- In accordance with the Bylaws, there will be at least two Board meetings annually (Article XI, Section 1).

### **1. C. Call for Agenda Items**

- The President will send a “Call for Agenda Items” no later than 30 days prior to the Board meeting.

### **1. D. Deadline for Submitting Agenda Items**

- Board members should submit agenda items to the National Office no later than 15 days prior to the Board meeting.

### **1. E. Agenda for Bi-Annual Meetings**

- AmSECT Staff will have agenda books available for the Board (current and new members) 10 days prior to the Board meetings.
- Incoming board members attending the Spring meeting as guests will also receive the board materials.

### **1. F. Length of Board Meetings**

- Board meetings should not run more than ten consecutive hours. At the conclusion of the 10th hour, the meeting must be recessed until the following morning or may be extended by a 2/3 vote of those present.

### **1. G. Scheduling Weekly and Monthly Conference Call**

- The total number of pre-scheduled meetings or conference calls by any one committee should consider individual volunteer time of AmSECT members and contractual restraints of contracted staff.

### **1. H. Conference Calls**

- The Board Conference call meeting schedule is distributed in early January. Board members should make every effort to attend the calls and notify staff if they are unable to attend. Board members should review materials prior to the call and be prepared to discuss agenda items.
- Scheduled conference calls may typically include annual or biannual town-hall style meetings open to general membership, monthly meetings open to board members, monthly

or bimonthly meetings open to officers, and bimonthly updates to the president. Monthly meetings may include scheduled committee check-ins to assess committee needs, review committee metrics and goals, facilitate the transition of committee leadership and/or discuss dissolution.

## **1. I. Role Descriptions**

### **1. I. 1. President**

- Oversees management of all organizational resources including monetary, operational, marketing, volunteer, technical and programmatic. Ensures that all resources are aligned with the mission of the organization as well as its current strategies and goals. Maintains regular communication with the executive director and operations coordinator.
- Presides at all business meetings of the society. Prioritizes agenda items and assists in creating agendas for board and executive meetings. Chairs scheduled and specially-called meetings of the board of directors. Facilitates assessment and analysis of pre-selected agenda items. Facilitates the evaluation of risks and benefits in determining course of action.
- Appoints, with approval of the board, all non-elected committee chairs and liaisons. Serves as an ex officio member of all organizational committees. Serves as a member of the finance committee.
- Serves as an active and contributing member of the biennial strategic planning committee. Provides overview and status of the current strategic plan, goals and objectives. Supports the incoming strategic plan to the board of directors and the members of the organization. Accepts responsibility for monitoring and maintaining progress towards its goals and objectives.
- Represents the society in all communications, negotiations, statements and agreements with federal, state, and local organizations and representatives. In conjunction with the executive director, finalizes and signs all contracts.
- Assumes primary responsibility for oversight and management of committee and task force action. Maintains communications and facilitates reporting between committee chairs, liaisons, and the board of directors. In conjunction with the board of directors and executive committee, assigns tasks to committees, liaisons, directors and contractors in alignment with the mission of the organization, its strategic plan and goals. Monitors the progress of objectives and employs action, when necessary, to redirect movement, focus effort and improve performance.
- Supports communication, marketing and development strategies to ensure the strengthening, retention and succession of the volunteer base, engagement of the organization's membership, and commitment of its donors and sponsors.
- Provides principal representation and communication of the organization and its interests through leadership, support, motivation and collaboration.
- Coordinates the periodic review of contractors and contracted services.
- Facilitates the transition from president-elect to president.
- Holds a position on the STS Workforce on Critical Care

### **1. I. 2. President-Elect**



- Assists the president in fulfilling the duties of that role including oversight, management, assessment, delegation, and facilitation of discussion.
- Serves as acting chair and assume all relevant duties in the absence or disability of the president until such time as the president can resume duties.
- Serves as a member of the finance committee.
- Serves as the chair of the biennial strategic planning committee. In preparation for that role, develops familiarity with the current strategic plan, the status of its goals and objectives, the content and performance of historical plans, the current financial context and position of the organization's reserve funds, the environmental setting and competitive influences. Selects the members of the strategic planning committee and facilitates briefing of the aforementioned. In conjunction with the executive director and/or operations coordinator, compiles the biennial strategic plan with the assistance of the strategic planning committee. Presents the strategic plan to the board of directors for approval by vote.
- Assumes member and liaison positions with partner committees on request.
- Facilitates the transition from president-elect to president.
- Holds a position on the PediPERForm Learning Network (PLN)

### **1. I. 3. Treasurer**

- Develops, retains and applies knowledge and understanding of the organization's accounting reports and ratios using financial assessment and analysis in alignment with the goals, strategies and mission of the organization.
- Oversees the management of the financial affairs of the organization. Maintains communication with the executive director, operations coordinator, and accounting manager as well as the brokerage financial manager as needed.
- Moderates and chairs the financial committee.
- Serves as an active and contributing member of the biennial strategic planning committee. Provides overview of budgetary and reserve status, and financial project risk assessment.
- Provides oversight of fund access and debts owed
- Creates and maintains systems for ensuring ongoing solvency
- Oversees development and maintenance of financial policies.
- Facilitates preparation of the annual budget
- Provides routine monitoring and comparison of actual revenues, expenses and variances against the budget
- Through continued research, strives to serve as a facilitator and educator on topics related to not-for-profit financial law, theory and strategy.
- Explains and justifies the budget, associated variances, relevant trends and ratios, financial policies, key events, concerns and forecasts to the board of directors, at scheduled meetings, the membership, at the annual corporate meeting, and on request when necessary.
- Provides review and timely sign off on financial reporting forms, including the IRS Form 990.
- Serves as an acting chair and assumes all relevant duties in the absence or disability of the president and president-elect until such time as the president and/or president-elect can resume duties.

#### **1. I. 4. Secretary**

- Provides general oversight of board-level communication and record-keeping including proper notice of scheduled meetings and distribution of relevant materials. Reviews and amends minutes in advance of board approval.
- Develops an understanding, applies knowledge and serves as a resource regarding organizational documents including bylaws, policies and procedures, contracts, agreements and memorandums of understanding, reports and minutes.
- Facilitates transfer of information during board briefings, and serves as a resource for relevant context when reviewing agenda items.
- Facilitates the cadence and conduct of all business meetings; including meetings of the board of directors, executive committee and corporate membership; in alignment with the bylaws, policies and procedures of the organization, and parliamentary procedure as described in Robert's Rules of Order.

#### **1.1.5 Executive Committee**

The Executive Committee is authorized to act in the management of the business of the corporation. In the interval between meetings of the board, the Executive Committee may make decisions and conduct majority votes that require an expedited response and are in alignment with the direction of the Bylaws, Articles of Incorporation and Policies and Procedures

#### **1. I. 6. Zone Director**

- Assumes committee advocate duties including committee oversight, support in the development and conduct of objectives and tasks, and facilitation of communication between committees and the board of directors.
- As both a liaison and representative of each respective zone, offers organizational updates and zone-specific information to zone members, when relevant.
- Participates in submitting quarterly 'Zone Report's to the AmSECT Today editor, to ensure the most current professional and society affairs and concerns are shared with membership.
- Assists conference planning committees in delivering conferences, as moderator and/or presenter. Assists the newsletter in providing updates to the membership.
- In conjunction with the ICPC, select upcoming conference sites using decision-making criteria that include
  - Locations and availability. Seasonal weather. Airport accessibility. Entertainment options.
  - Floor layout
  - Meeting room and exhibit space square footage
  - Discounted room rate
  - Food and beverage minimum. Menu prices (estimated cost per meal per person)

- Estimated utility costs (A/V, electricity, internet, security, decoration)
- Participate in organized Year-Round Sponsor Package Post-Event meetings with Diamond, Platinum, and Gold sponsors. Support a standardized agenda including\*\*\*

#### **1. I. 7. Board of Directors:**

- Provide oversight of committees, committee chairs, liaisons, directors, editors, committee goals and objectives, volunteer duties and performance, organizational metrics and outcomes.
- Manage the development and performance of committee chairs, liaisons, directors, and editors. Assist in performance review and recruitment.
- Evaluate replacement of ineffective committee chairs and/or dissolution of inactive committees
- Evaluate the performance of contractors and contracted services. Develop and initiate a Request for Proposal (RFP) process when deemed necessary and/or proper by the Board of Directors and/or the Executive Committee. Association management RFPs may be initiated using resources made available by the AMC Institute (AMCI, <https://www.amcinstitute.org>) and the AMC Institute Online RFP portal (see appendices). Grounds for initiating an RFP process may include performance metrics that are deemed unsuitable, assigned goals or projects that are not met or completed in a satisfactory manner or within a satisfactory timeframe, and fee increases that are found to be either inappropriate, suggestive of further assessment, or not properly presented within the restrictions of the budgetary schedule (see Budget and Financial Policies)
- Collectively assist in the development and provide prioritization and direction of association and committee goals and objectives, in alignment with the mission and strategies of the association.
- Collectively evaluate and address critical issues as they arise using risk and benefit assessment in alignment with the mission, values and vision of the organization.
- Orient and mentor new board members
- Vote to select a winner of each of the three annual national awards presented at the International Conference
- Vote to approve the biennial strategic plan, final audit, and annual society budget
- Vote to approve appointed committees, chairs, liaisons, directors and editors.
- Provide consideration of and voting for nominees for Life Membership on a routine basis as deemed appropriate. Routine maintenance of the Life Members roster.
- Review and update of Policies and Procedures every 2 years

#### **1. I. 8. Committee Advocate**

- Provides oversight of assigned committee activity
- Assists the committee and committee chair in developing and maintaining mission and goal statements
- Reports committee activity, progress, concerns and requests to the Board of Directors on request.

## **2. Nominations and Elections**

### **2. A. Nominating Committee Responsibilities**

- The Nominating Committee is responsible for bringing forth candidates for open positions on the Board of Directors and the following committees per the Bylaws: Achievement Recognition, Bylaws, Ethics, and Nominating committees.
- The Nominating Committee’s primary responsibilities are as follows: Review all candidate’s “Willingness to Serve” forms to ensure candidates meet all eligibility requirements.
- With the Ethics Committee, approve the ballot of candidates and validate the election results.
- Potential candidates may be sourced from a database, maintained by the Nominating Committee, including past candidates not elected; well-suited chairs, committee members, and liaisons; and other volunteers with leadership potential including faculty, mentors and past mentees of the Leadership Symposium.
- The Nominating Committee may facilitate candidate interest by leading, organizing, and conducting communication with potential candidates.
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### **2. B. Nominating Committee Composition and Formation**

- The Nominating Committee consists of three members; the senior member of the committee serves as chairperson. The term of service of Nominating Committee members is 3 years starting at the termination of the annual meeting at which elected and ending at the termination of the third subsequent annual meeting.
- The AmSECT elections include a vote for one new member and any vacant positions.

### **2. C. Nominations Process**

- The Nominating Committee establishes the timeline for the Nominations process in accordance with AmSECT Bylaws relating to the Call for Nominations, ballot distribution and voting requirements.
- The Nominating Committee will meet via conference call prior to the Call for Nominations to review and prepare the current year’s application materials, as well as to discuss the overall nominations timeline for the year.

### **2. D. Call for Nominations**

- The Nominating Committee requests the membership to submit recommendations for nominees for national office and for elected committees at least one hundred and twenty (120) days in advance of the annual meeting.
- It considers any such recommendations received by it, but is not limited to them.
- Within the Call for Nominations, the Nominating Committee will notify the membership of the positions on the Board of Directors and Committees that are up for election, as well as the term lengths, qualifications and responsibilities associated with each available position.
- Interested members should submit a “Willingness to Serve” form. The Society will use all available communication devices to make these notifications.
- During the Call for Nominations time-period, the members of the Nominating Committee reach out to eligible members to encourage them to submit a “Willingness to Serve” form.

- The Nominating Committee considers the qualifications of the candidates proposed by the membership or by members of the Nominating Committee.
- The list of names submitted for consideration will be those of ACTIVE or LIFE members in good standing accompanied by a completed “Willingness to Serve” form from each proposed candidate.

## **2. E. Ballot Preparation and Election**

- A ballot listing the candidates will be posted on the AmSECT website sixty (60) days prior to the annual corporate meeting for each office, director position, and committee position. Election will be by ballot, by plurality vote, under the direction of the Ethics Committee, assisted by the Nominating Committee, provided that at least ten (10) percent of the voting membership so votes. Any voting member may request from the national office, a paper ballot in lieu of voting electronically.
- Votes for write-in candidates: are counted among the valid votes cast, provided a “willingness to serve” form executed by the write-in candidate is presented to the secretary prior to the announcement of the election results and the candidate meets the qualifying requirements.
- A series of announcements will be sent to the AmSECT membership to notify them of voting process during the election period.
- Board officer and zone director candidates can submit one message to the national office for distribution to the membership during the election process. Staff will notify candidates of this opportunity once the Nominating Committee has approved the candidates.
- Publication of the ballot for the election of officers, directors and committee members should occur 60 days prior to the meeting
- Once the ballots are posted, voting can begin. Voting ends 40 days prior to the meeting.
- Once the election window is closed, the Ethics and Nominating committees will validate the results. The AmSECT President will notify all candidates of the results no later than 30 days prior to the annual meeting.
- Role descriptions for open positions including terms, responsibilities and expectations should be made available to all members

## **3. Conflict of Interest**

### **3. A. Liberal Disclosure of Relationships**

- The integrity of AmSECT, and the activities it undertakes, depends on the avoidance of conflicts of interest, or even the appearance of such conflicts, by the individuals involved in those activities.
- At the same time, AmSECT recognizes that its members have significant professional, business and personal interests and relationships. Therefore, AmSECT has determined that the most appropriate manner in which to address actual, potential or apparent COI is initially through liberal disclosure of any relationship or interest, which might be construed as resulting in such a conflict.
- Disclosure under this Conflict of Interest Policy should not be construed as creating a presumption of impropriety or as automatically precluding someone from participating in an AmSECT activity or decision-making process. Rather, it reflects AmSECT’s recognition of the many factors that can influence one’s judgment and a desire to make as much information as possible available to other participants in AmSECT-related matters.

### **3. B. Obligation to Disclose AmSECT-Related Activities**

- Any individual involved in an AmSECT activity or decision-making process has an obligation to disclose any conflicting or potentially conflicting personal, professional, or business interests he/she may have, directly or indirectly, with the affected activity or decision.
- Potentially conflicting interests may relate to AmSECT’s programs and services (e.g., educational courses) or its operations (e.g., contracts with third parties). In the event that an officer, director, or member of an AmSECT Task Force, or other committee (collectively, referred to herein as “committee members”) determines that he /she has a COI on a particular matter, he/she will disclose the conflict to AmSECT’s Board of Directors or to the other committee members, as applicable. Board members should excuse themselves from voting where a conflict exists.

### **3. C. Obligation to Disclose—Commercial Relationships**

- In addition, staff and volunteers participating in AmSECT-related activities are obligated to disclose the positions they hold or relationships they have with other organizations or entities that may conflict, directly or indirectly, with their AmSECT activities.
- They also have an obligation to disclose any significant financial interest in, or other relationship with, an entity having a “commercial interest” in the activity.
- A commercial interest may exist not only where the entity’s products or services are under consideration by AmSECT, but also where the entity’s products or services are in competition or potential competition with those under consideration.
- By the disclosure of such interests, other participants will have the opportunity to consider potential biases.
- In addition, the Board of Directors (or, as applicable, committee members) will be in a better position to determine whether the participant may have an interest in conflict with the interests of AmSECT.

### **3. D. Annual Disclosure Form**

- To help assure full disclosure of any actual or potential COI, all staff and volunteer participants in AmSECT-related activities, must comply with this Policy and annually sign and submit a Disclosure (see Appendix I) (i) acknowledging that he/ she is aware of and has read the Policy; and (ii) disclosing the information described above.
- If, subsequent to any such annual disclosure (but prior to execution of a new annual Disclosure Form), an AmSECT staff member or volunteer becomes aware of a relationship required to be so disclosed, that staff member or volunteer will promptly make the required disclosure by submitting a revised Disclosure Form identifying the organization, business, group, entity, etc., and describing the nature of the relationship.

## **4. Code of Conduct**

- In order that AmSECT may better achieve its purposes, the following Code of Conduct is adopted and governs the conduct of all members, member representatives, conference attendees and staff.

- All members, member representatives and attendees in connection with all AmSECT matters and activities will:
- Conduct themselves and their activities in a professional manner marked by integrity and a spirit of fair play. The Society will not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities, operations or elections. AmSECT is committed to providing a safe environment for all its volunteers and members free from discrimination on any ground and from harassment at Society functions including sexual harassment.
- Refrain from engaging in any activity that would violate confidentiality commitments and/or proprietary rights of the Society.
- Abide by the Bylaws and policies of AmSECT.
- Not engage in sales activity, including direct or indirect solicitation, or conduct any other activity contrary to the purposes or policies of AmSECT.
- Not distribute any materials or post displays of any kind at AmSECT activities without prior approval.
- Not engage in any form of personnel recruiting at, or using, AmSECT facilities or resources unless through prior approval of the Board of Directors.
- Not use the AmSECT name/Logo other than in the conduct of AmSECT business as determined by the Board of Directors.
- Not use the AmSECT membership or conference attendee lists or any part thereof except in the conduct of business as determined by the Board of Directors.
- Conduct themselves in a manner that is consistent with, and not disruptive to, the business and social activities sponsored by AmSECT.

## **5. Committees and Liaisons**

### **5. A. Elected Committees**

An elected committee requires the members of that committee to be elected by the membership. A non-elected (or appointed) committee includes members that have been approved by the chair. Both types of committees work towards established goals on behalf of the Board of Directors on an ongoing basis. A task force is created to achieve a specific goal or project and is short-term in nature or until the goal has been achieved/project is completed. At that time, the task force should be sunset.

1. The Achievement Recognition Committee promotes the enhancement and prestige of the awards and scholarships and administers the judging and selection of the recipients. With the approval of the Board of Directors, it shall establish and maintain guidelines for each award and scholarship.
  - The Achievement Recognition Committee consists of three (3) members.
  - Term of office is for three (3) years starting at the termination of the annual meeting at which elected and ending at the termination of the third subsequent annual meeting.
  - One new member and any vacant positions will be elected annually by the membership by ballot.
  - The senior member of the committee serves as chairperson.

- Potential nominees may be sourced from a database, maintained by the Achievement and Recognition Committee, including suitable past nominees not selected as well as members and volunteers recognized and recommended by their seniors and peers
  - The Achievement and Recognition Committee may facilitate the awards process by encouraging the submission of applications from the seniors, peers and relevant leadership of suitable nominees.
2. The Bylaws Committee studies the bylaws and propose amendments to them as necessary to enhance their administration and present such proposals to the Board of Directors and/or the membership.
- The Bylaws Committee consist of two members for a portion of the three years cycle.
  - Term of office is for three (3) years starting at the termination of the annual meeting at which elected and ending at the termination of the third subsequent annual meeting.
  - One new member and any vacant positions will be elected, as prescribed, by the membership by ballot.
  - The senior or sole member of the Committee serves as chairperson.

*Proviso: The second member selected to serve a term that begins with the start of the third year of the senior member. Hence, the committee cycle shall consist of a senior member and a junior member for the third year.*

3. The Ethics Committee is to constantly ensure that the society members and its officers function within the framework of the code of ethics and within the guidelines of these bylaws and the articles of incorporation. The Ethics Committee oversees elections and the election process.
- The Ethics Committee consists of three (3) members.
  - Term of office is for three (3) years starting at the termination of the annual meeting at which elected and ending at the termination of the third subsequent annual meeting.
  - One new member and any vacant positions shall be elected annually by the membership by ballot.
  - The senior member of the committee will serve as chairman.
  - The Ethics Committee will review all Ethics Policies annually.
4. The Nominating Committee will request the membership to submit recommendations for nominees for national office and for elected committees at least one hundred and twenty (120) days in advance of the annual meeting. It will consider any such recommendations received by it, but will not be limited to them.
- The Nominating Committee will assist the Ethics Committee in overseeing the elections.
  - The Nominating Committee will consist of three (3) members.
  - The term of office is for three (3) years starting at the termination of the annual meeting at which elected and ending at the termination of the third subsequent annual meeting.
  - One new member and any vacant positions will be elected annually by the membership by ballot.
  - The senior member of the committee will serve as chairman.
  - Potential candidates may be sourced from a database, maintained by the Nominating Committee, including past candidates not elected; well-suited chairs,



committee members, and liaisons; and other volunteers with leadership potential including faculty, mentors and past mentees of the Leadership Symposium.

- The Nominating Committee may facilitate candidate interest by leading, organizing, and conducting communication with potential candidates
5. In the event there is a vacancy in any of the elected committees the vacancy will be filled for the remainder of the year by a member elected by the Board of Directors. If the vacancy occurs within the Bylaws Committee, at the end of the year the Bylaws Committee will be placed on the ballot to be voted on for the remainder of the regular three (3) years term.
  6. The elected committees and their members will serve as members and be organized under the Governance Committee (an appointed committee). Responsibilities of the elected committees (including administration of the awards process, review of the bylaws, oversight of the elections process, conduct of ethics reviews, and oversight of the nominations process) may be facilitated with the assistance of Governance Committee members.

## **5. B. Standing Committees**

1. The Strategic Planning Committee, chaired by the President-Elect, is responsible for developing and presenting a long range management plan and budget requirements in consultation with the President and the Treasurer. The President-Elect will share with committee chairs, editors, directors, officers and liaisons the proposed plan and its relevance to their committees, publications and/or responsibilities.

- a. While the AmSECT strategic plan must be revisited every two years, it should be understood that the renewal of strategic goals (discontinuation, continuation, revision or replacement) depends on a number of factors including changes in technology, cultural and environmental trends, financial health, regulatory events and developments in industry. These and other factors should be explored in advance and presented during the Strategic Planning meeting.
- b. The strategic planning process should occur over the course of several months. In the second year of the President-Elect's term, the President-Elect should begin planning for the strategic planning process. Other than the current President and Treasurer, both being mandatory members of the committee, the President-Elect will appoint up to six (6) additional members. The President-elect should strategically select members with consideration for contributing attributes such as experience, insight, representation, objectivity, and diversity. Committee members should be provided in advance with general background and guidelines for strategic planning, including the specific strategies which are to be used by the President-Elect. It is recommended that a number of other resources be researched and presented as well. These may include
  - Survey results
    - Board of Directors, AmSECT leadership and/or AmSECT volunteer surveys
    - Membership surveys

- Surveys should be developed and conducted with ample time for preparation in advance of the Strategic Planning meeting
  - Incentives, approved by the Board of Directors, Finance Committee, or the Treasurer, may encourage participation.
  - Committee goals, reports and updates
  - Committee requests for strategic plan support
  - SWOT analysis
  - PEST analysis
  - President’s review of past strategic plan objectives and status
  - Treasurer’s report, financial health and reserve status
- c. It is generally recommended that strategic planning committee members chose objectives that support five goals or less in addition to retaining or extending selected unmet or incomplete objectives, if any, from earlier plans. It is also recommended that goals and/or objectives address internal and/or external factors derived from SWOT, PEST or similar analysis. Finally, is recommended that objectives be well-defined (STEEEP), assigned to specific committees or champions, and be accompanied by individual deadlines. The plan must be developed and distributed to the Board of Directors at least 30 days prior to the fall meeting of the second year of the president-elect’s term of office. During the fall Board of Directors Meeting, the plan shall be revised as necessary and approved. Prior to the Board of Directors vote, the draft plan may be presented to membership for review and comment. Within 60 days of the Board of Directors’ approval, the final plan will then be electronically available to the membership.
- d. During the incoming President’s two-year term, it is recommended that the strategic plan be periodically reviewed, assessed and managed by the Board of Directors with performance reports and feedback provided by committee chairs and champions.
2. The Finance Committee will consist of the Executive Committee. The Treasurer will serve as chairperson.
3. The Government Relations Committee Chairman will be appointed by the President and approved by a vote of the Board of Directors.
- The GRC will maintain and update a roster of state representatives
  - With the support of the Board of Directors and utilizing vendor relations when possible, the GRC will actively pursue state contacts when they are missing.
  - Utilizing state contacts when possible, the GRC will actively assess licensure needs in unlicensed states.
  - The GRC will routinely report state relevant information, when it’s available, using general membership email, zone-specific email, the AmSECT website, and AmSECT Today.

## **5. C. Appointed Committees**

Appointed Committees of the society will be created and/or dissolved by the president and the Board of Directors as needed.

- Appointed Committees may be special purpose committees, task forces or liaisons.

### **5.C.1 Governance Committee**

- The Governance Committee will support the progress and functioning of the board, its committees and members by providing development, assisting oversight, and ensuring compliance to processes and policies including committee reporting, development and maintenance of committee metrics, solicitation of active committee members, assignment of student committee members, satisfaction of contract-assigned committee members, succession planning and volunteer orientation.
- Other responsibilities may include performance evaluation, recommendations for committee disbandment, debrief/satisfaction surveys for retiring chairs and committee members, and continuing education related to governance.
- The Chair of the Governance Committee will provide orientation and mentorship for newly-elected members of the Achievement Recognition, Bylaws, Ethics and Nominating committees.

## **5. D. Ex Officio Committee Member**

- The president will be *ex officio* a member of every committee except the Nominating Committee and the Ethics Committee and will be notified of their meetings. All committees will report to the Board of Directors.

## **5. E. Presidents Duties for Appointments and Changes in Appointments**

- The President will submit all committee chair and liaisons appointments for approval by a vote of the Board.
- The President will advise the Board of any changes in appointed positions and submit the name of the replacement person for approval by the Board.

## **5. F. Committee Requirements, Terms, Goals and Evaluations**

- Members of the Elected, Standing and Appointed Committees must be current members of AmSECT. AmSECT may appoint non-members to Task Forces for the expertise they bring to the group.
- Terms of three years are in effect for committee members with the option to be renewed for another term.
- A committee document outlining the committee's plan for the year will be developed by the committee based on the Strategic Plan and input from the Board and approved by a vote of the Board. Committee charges will be posted on the committee section of the website.
- A committee scorecard outlining progress toward goals will be completed twice annually, prior to each board meeting.
- Committee evaluations will be completed near the end of a member's term.
- Staff, working with Committee Chairs, will manage the term roster and evaluation process.
- When applicable, metrics for performance will be derived by the committee and submitted to the board for periodic review.

- When applicable, committees will disseminate information relative to the committee mission, goals and/or objectives to the membership on a regular basis (ie. minimum once every two years) by means of journal article submission, newsletter article submission, webinar, AmSECT University module submission, conference presentation, etc.

## **5. G. Role Descriptions**

### **5. G. 1. Committee Chair**

- Using leadership and organizational skills, manages committee members in the execution of goals and tasks as assigned by the board of directors. Delivers direction and redirection, as needed. Provides oversight of performance and metrics. Maintains communication with the board-assigned committee advocate.
- Biannually reports on progress to the board of directors. Anticipates needs for budgetary and non-budgetary support.
- Offers recommendations to the board of directors and initiates objectives and tasks in alignment with the mission of the organization and the goals of the committee.
- Non-elected committee chairs also plan for succession. Supports retainment of committee members. Recruits volunteers, as needed.

### **5. G. 2. Liaison**

Facilitates communication between assigned organizations, the board of directors and the membership. Reports on all activity to the board of directors.

- Seeks opportunities for collaboration and anticipates needs for budgetary and non-budgetary support.

## **5. H. Creation and Dissolution of Appointed Committees**

### **5. H. 1. Creation of New Appointed Committee**

- A person proposing a new appointed Committee must present a mission statement and proposed benefit to membership to the Board of Directors.
- The Board of Directors should approve and vote to accept or deny the creation of a new Committee.

### **5. H. 2. Dissolution of an Appointed Committee**

There may come a time when the work of an appointed committee is no longer relevant or the proposed outcome has been achieved. It may be decided that the committee or task force should be dissolved. The following steps should be taken by the appointed committee or task force:

- Committee met to recommend dissolution.
- Chair of the Committee presents to the Board of Directors recommendation of dissolution with outlined reasons.
- Should there be continued responsibilities of the Committee, the Chair will provide a plan to include timeline for completion or the acceptance of responsibilities by another committee/task force.
- The Board of Directors will vote to accept or deny the dissolution of the Committee.

- Should the Committee be dissolved, Communication should be sent to membership with reason for dissolution and date of action. The website should reflect inactive status.
- Electronic files for the committee should be held in archive for 5 years to be used as a reference should the Committee be re-established.

### **5. H. 3. Request for Review of a Non-Productive, Appointed Committee**

Any appointed committee that has not met as a group to discuss committee business within 12 months/or a year and provide a report to the Board of Directors may be subject to a request by the Board of Directors to provide a review of their work.

- Chair of the Committee in question will be asked to present to the Board of Directors.
- Upon hearing the review the Board of Directors will vote to do one of the following:
  - Do nothing and accept the reasons presented by the Chair of the Committee.
  - Recommend change in leadership and/or new members be brought onto the committee.
  - Dissolve the committee based on completion of work or no longer relevant to membership.
  - Should dissolution be done, the Chair of the Committee and Board of Directors should collaborate to ensure that any remaining projects/work of the committee is being assigned to other committees.

## **6. Committee Meetings**

### **6. A. Committee Meetings during AmSECT Events**

- The Executive Committee must approve all committee meetings scheduled during AmSECT-sponsored events.

### **6. B. National Office involvement in Contracts Associated with AmSECT Events**

- The National Office should facilitate and approve all contracts associated with AmSECT-sponsored meetings.

### **6. C. Scheduling Meetings during AmSECT Events**

- The National Office will contact all committees to schedule meetings during AmSECT-sponsored events.

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## **MEMBERSHIP POLICIES**

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## **7. Membership Dues**

### **7. A. Membership Types**

- AmSECT offers numerous membership types: Each type has its own eligibility requirements and benefits.
- Active, Associate, International, Transitional, Student, Retired, Lifetime, Perioperative Blood Management Clinician

### **7. B. Membership Dues**

- In order to be a member in good standing, each dues paying member must pay the initiation fee and annual dues.
- The fees and dues shall be as determined by the board of directors, except that any increase in dues must be approved by the membership.
- In the event a member resigns, or their membership lapses, reinstatement of their membership will require payment of all current and existing fees and be subject to the membership criteria in effect at the time reinstatement is requested.
- Dues are due and payable to the national office with the application for membership and annually thereafter based on calendar year.
- Annual dues should be paid in advance and a member in arrears in the annual payment of dues is not allowed to vote and does not have other privilege of membership until the account is settled.
- The members' dues not received by the national office within thirty (30) days of expiration date are automatically dropped from the membership rolls for non-payment of dues.

### **7. C. Dues Revenue**

- Membership renewals open from October through December. New or renewed memberships during the renewal period will have memberships through the entire following year. There is no prorated fee for new or renewals that take place at any time not in the renewal period.

## **8. Lifetime Membership**

### **8. A. Nominations for Life**

- Nominations for life membership must be submitted in writing prior to the Fall Board meeting (are included in the agenda book).
- All nominations must include the nominee's curriculum vitae. The total number of Life members must not exceed 35.

### **8. B. Life members**

- Voting on Life members takes place at the annual Corporate Membership Meeting.
- A new Life member will receive a plaque and be recognized at the meeting; travel and hotel are not provided for attendance at this meeting.

## **9. Budget & Financial Policies**

The AmSECT budget is developed beginning in the summer with the goal of finalizing a budget for approval at the Fall Board meeting. Revenue is budgeted conservatively, often based on previous year final numbers. Expenses are budgeted accurately, when possible, based on current cost.

### **9. A. Process**

- Staff develops budget process and timeline with Treasurer. An overall plan for the upcoming budget should be made in alignment with the current financial position of the budget and bank account, as well as the reserves (using the operating reserve policy as a reference).
- Staff requests budget template from Financial Management which includes historical actuals and current year budget and actuals
- Budget requests, including adjustments to fees, made by contractors should be fully estimated and described. Sources of cost increase should be identified in such a manner as they may be thoroughly explained when presented to membership. Contractors should be responsible for providing their own financial analysis in justification of price increases. Such analysis should be in-depth and may include departmental, program and/or service cost breakdown analysis with proportional weight and trended changes in cost components such as labor (rates and hours) and materials; historical fee trends; industry benchmarks; and comparison of supplier and association margins. Contractor budget requests should be provided to the Finance Committee and/or Treasurer as early as possible, and presented in full before committee budget requests are solicited.
- Staff develops initial budget draft and presents an overview of current financial environment (current year budget, current and historical actuals, as well as relevant ratios) for review by Treasurer.
- On approval of the Treasurer, staff submits budget request form to committee chairs and liaisons
- Committee budget requests should be fully described using estimates, as available, and in reference to the projected benefits. When evaluating committee budget requests, finance committee, treasurer, board and staff members should prioritize requests based on the need and the likelihood of improving infrastructure, enhancing member benefits and/or accomplishing strategic goals.
- While referring to the overall plan for the upcoming budget as a guide, committee budget requests should either be incorporated during the development of the initial budget draft or evaluated for incorporation during the presentation of the draft budget to the board.
- Adjustments are incorporated. Additional drafts and overview of current financial environment (current year budget, current and historical actuals, as well as relevant ratios) are submitted to Finance Committee. The Treasurer presents draft budget to Board for approval at its Fall board meeting.
- A conference budget for the following year will be created and board approved in the third quarter of the year in advance of the final general budget draft.

## 9. B. Budget Exceptions

The Finance Committee is authorized to approve budget exceptions during the fiscal year.

## 9. C. Treasurer Report

- The Treasurer will present an annual financial report of the preceding fiscal year and the current budget at the Annual Corporate Membership Meeting.
- This report will be available to members upon request.

## 9. D. Operating Reserve Policy

- **Purpose**

The purpose of the Operating Reserve Policy for AmSECT is to ensure the stability of the mission, programs, and ongoing operations of the organization. The Operating Reserve is intended to provide an internal source of funds for situations such as a sudden but time-limited increase in budgeted or unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as marketing, program development and investment in infrastructure. Operating Reserves are not intended to replace a permanent and ongoing loss of funds, balance a permanent and ongoing increase in expenses, or eliminate an ongoing budget gap. It is the intention of AmSECT for Operating Reserves to be used and strategically replenished within a reasonably short period of time. The Operating Reserve Policy will be implemented in concert with the Bylaws of the American Society of Extracorporeal Technology and the American Society of Extracorporeal Technology Policy and Procedure Manual, as well as any other governance and financial policies of AmSECT, and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

- **Definitions and Goals**

The Operating Reserve Fund is defined as a designated fund set aside by action of the Board of Directors and maintained by the Treasurer and the management firm. The minimum and maximum amount to be designated as Operating Reserve will be established in an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months. The Operating Reserve serves a dynamic role and may be reviewed and adjusted in response to internal and external changes.

The target minimum Operating Reserve Fund is equal to three months of average operating costs. The target average Operating Reserve Fund is equal to six months of average operating costs. The target maximum Operating Reserve Fund is equal to twelve months of average operating costs. The calculation of average monthly operating costs includes all recurring, predictable expenses such as professional fees, administration costs, travel, program, and ongoing operational expenses. Depreciation, in-kind, and other non-cash expenses are not included in the calculation. The calculation of average monthly expenses also excludes some one-time expenses and capital purchases.

- **Accounting for Reserves**

The Operating Reserve Fund will be recorded in the financial records. Operating Reserves will be maintained by the AmSECT Treasurer and the Executive Director in conjunction with the finance department of the management firm in a bank account or investment fund, in accordance with investment policies.



- **Funding of Reserves**

The Operating Reserve Fund will be funded when appropriate with surplus unrestricted operating funds. The Board of Directors may direct that a specific source of revenue be set aside for Operating Reserves. The annual operational budget will be created with consideration for replenishing Operating Reserves when Operating Reserves are below the defined target average, with elevated consideration as the Operating Reserves near or fall below the defined target minimum. The annual operational budget will be created with consideration for investment of the reserves as described in this policy as the Operating Reserves exceed the defined target average with elevated consideration as the Operating Reserves near or exceed the defined target maximum.

- **Use of Reserves**

Use of the Operating Reserves requires three steps, in alignment with the guidelines of the Bylaws and the Policy and Procedure manual:

- 1. Identification of appropriate use of reserve funds.**

The Executive Director and staff will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this Policy. This step requires a thorough analysis of the need, the reason for the shortfall if any, the availability of any other sources of funds for consideration before using reserves, and evaluation of the time period that the funds will be required with consideration for when they will be replenished if appropriate.

- 2. Authority to use operating reserves**

The Executive Director will submit a request to use Operating Reserves to the Finance Committee. The request will include the analysis and determination of the use of funds. The organization's goal is to replenish the funds used if necessary as defined so as to restore the Operating Reserve Fund to within a reasonable range of the target amount. If the Operating Reserves fall below the target average and the use of Operating Reserves will take longer than 12 months to replenish, the request will be scrutinized more carefully. The Treasurer will approve or modify the request and authorize transfer from the fund, or recommend the request to the Finance Committee or the Board of Directors.

- 3. Reporting and monitoring**

The Executive Director and the Finance Committee are responsible for ensuring that the Operating Reserve Fund is maintained and used only as described in this Policy. Upon approval for the use of Operating Reserve funds, the Executive Director will maintain records of the use of funds. He/she will provide regular reports to the Treasurer, the Finance Committee and the Board of Directors of progress to restore the Fund to the target minimum amount.

- **Relationship to Other Policies**

AmSECT shall maintain the following board-approved policies, which may contain provisions that affect the creation, sufficiency, and management of the Operating Reserve Fund.

Operating Reserve Policy

Investment Policy

Policy and Procedures Manual

- **Review of Policy**

This Policy will be reviewed every 3 years, at minimum, by the Finance Committee, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Finance Committee to the Board of Directors.

## 9. E. Investment Policy

- **Purpose**

The purpose of this Investment Policy Statement (“IPS”) is to establish guidelines and create an understanding between the investor (AmSECT) and the Financial Advisor (“Advisor”) as to the asset allocation that will govern AmSECT’s invested assets (hereinafter “Portfolio”).

- **Definitions and Goals**

The investment objective of the Portfolio is to seek capital appreciation with an emphasis on return on investment over principal preservation while employing moderate risk to principal in order to seek growth of the portfolio over time. It’s accepted that in order to achieve long-term growth, there may be periods of economic uncertainty or dislocation during which performance may lag the comparable market indices. As a society with a 501(c)(3) non-profit tax status, portfolio liquidity will be kept at a minimum and as needed to meet the operational needs of the society under the discretion of the management firm, to be reviewed on a regular basis.

- **Asset Allocation**

The Portfolio’s asset allocation has the flexibility to vary within the asset allocation ranges outlined in this Investment Policy Statement. The following are asset allocation ranges relative to the target strategic asset allocation

Asset Class	Minimum Weight	Target Weight	Maximum Weight
Cash	0%	5%	10%
Equities	50%	60%	80%
Fixed Income	5%	15%	20%
Alternatives	5%	10%	20%

- **Accounting for Reserves**

The portfolio, it’s assets, performance, and composition, will be maintained by the Advisor and evaluated every year, at a minimum, by the AmSECT Treasurer and the Executive Director in conjunction with the finance department of the management firm, in accordance with the goals defined in this policy, as well as the current and projected needs of the society.

- **Review of Policy**

This policy will be reviewed every 3 years, at minimum, by the Finance Committee, or sooner if warranted by internal or external events or changes, to ensure that the society’s goals and objectives have not changed in such a fashion to alter its investment approach. Changes to the policy will be recommended by the Finance Committee to the Board of Directors.

## **10. Audit**

This policy ensures that an independent certified public accounting firm reviews the AmSECT financials on an annual basis.

### **10. A. Selection and Management**

- Every five (5) years, or sooner if the situation warrants (see item above), a RFP for the management of the Society's audit needs will be developed and distributed. The AmSECT Finance Committee will review the responses and select the CPA firm.
- The Association staff will perform management of the audit.
- The audit specifications shall include a management letter to the Board of Directors regarding internal financial operations and controls and recommendations for improvement, where applicable.

### **10. B. Audit Approval**

- The Board of Directors will approve the final audit report with the recommendation of the Treasurer.
- The Treasurer will hold a call with the Audit firm without staff present prior to making a recommending approval of the Audit to the Board of Directors.

## **11. Expense Reimbursement**

### **11. A. All Expenses**

- The Finance Committee must approve any non-budgeted expenses in excess of \$250.
- The Finance Committee must pre-approve all capital equipment, budgeted or not, over \$500.00
- The National Office will house records of all equipment in a fixed asset record.

### **11. B. Incurred Expenses on Behalf of AmSECT**

- Any member or non-member incurring expenses on behalf of the Society may submit a report to the National Office to consider for reimbursement.
- Expense reports are available at the National Office.
- The Society will not provide cash advances.

### **11. C. Expenses Incurred Attending AmSECT Conferences**

- Expenses of any person to attend any Society meetings will be reimbursable per the reimbursement policy in place (See Appendix II).
- All International Travel must have prior approval of the Executive Committee.

### **11. D. Reasonable Operational Expenses**

- Expense resulting from a called/scheduled Board or Executive Committee meeting, or an approved Committee meeting, are reimbursable. The Finance Committee must preauthorize all committee meeting expense.

### **11. E. Expense Reimbursement Guidelines**

- Expense reimbursement guidelines apply to all members and persons contracting with AmSECT unless the Treasurer, in advance of the expense, issues a written agreement.

#### **11. F. Reasonable Expenses \*\*\***

- Coach airfare at the 30-day advance rate
- Lodging at AmSECT's negotiated group rate at the host hotel for the Board members to attend the Board Meeting and serve at the National Conference.
- Taxi/shuttle to and from airport to host hotel. Use of a free hotel shuttle service is expected.
- "Home" airport parking expenses in the long term parking deck. Valet parking rates are not reimbursable.
- Private automobile expenses will be reimbursed at the IRS- approved rate per mile, not to exceed the discounted airfare (the treasurer must be notified 21 days prior to the meeting of the plans to use a private automobile, at which time the treasurer will determine the airfare via on-line booking information). Rental car expenses are not reimbursable.

#### **11. G. Submission of Expense Reports**

- Expense reports should be submitted to the National Office within 30 days after the expenses are incurred, complete with itemized receipts attached for all expenses.
- The Treasurer and AmSECT's accountant will review all expense reports for appropriateness and accuracy. The accountant will review the Treasurer's expenses.

## **12. Legal Counsel**

- The Board of Directors of AmSECT will employ outside legal counsel for providing sound advice for all legal matters of the organization. AmSECT's attorney may or may not be present at meetings.

## **13. Contracts**

- The Executive Committee submits all contracts to the National Office for approval.
- No person other than the President or the Executive Director upon approval of the Executive Committee may sign any contract in the name of AmSECT.

## **14. Trademark and Trade Names**

### **14. A. The AmSECT logo**

- No entity can use the AmSECT logo without the express written permission of the Executive Committee.
- The AmSECT logo is used on all official stationery of the Society.
- Official correspondence is sent from the AmSECT National Office. Personalized stationery will not be printed.

## **15. Record Retention**

- AmSECT records will be retained based on the following timeline:

### **Permanently**

- Audit reports (Accounting, Admin)
- Cancelled checks for important payments such as property purchases and special contracts (checks should be filed with underlying transaction papers) (Accounting)
- Cash books (Accounting)
- Chart of accounts (Accounting)
- Contracts (still in effect) (Admin)
- Deeds, mortgage and bills of sale (Admin)
- Depreciation schedules (Accounting)
- Financial statements (year-end, other optional) (Accounting, Admin)
- General/private ledgers, year-end trial balance (Accounting, Admin)
- Insurance records (current accident reports, claims, policies, etc. Expired policies should be kept 3 years) (Admin)
- Journals (Admin)
- Legal and other important correspondence (i.e. certification, contracts, etc.) (Admin)
- Minutes books (board of directors, stockholders, including bylaws and charter) (Admin)
- Patents and related papers (Admin)
- Property records (including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints and plans) (Admin)

- Reports submitted to the Board of Directors (committee, task force, etc.) (Admin)
- Retirement and pension records (HR)
- Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability (Accounting)
- Trademark registrations and copyrights (Admin)

### **Keep for 7 Years**

- Accident reports and claims for settled cases (Admin)
- Accounts payable ledgers and schedules (Accounting)
- Accounts receivable ledgers and schedules (Accounting)
- Cancelled checks (Accounting)
- Expense analysis and distribution reports (Accounting)
- Expense reports (including personal) (Accounting)
- Expired contracts, mortgages, notes and leases (Admin)
- Garnishments (Accounting)
- Inventories of products, materials and supplies (Admin)
- Invoices (from vendors) (Accounting)
- Notes receivable ledgers and schedules (Accounting)
- Payroll records and summaries (HR)
- Personnel records of discharged employees (HR)
- Sales records (Admin)
- Vouchers for payment to vendors and employees (including travel and allowance and reimbursement of employees and officers) (Accounting)
- Withholding tax statements and tax returns and worksheets (relating to tax liability) (Accounting)

### **Keep for 5 Years**

- Correspondence (general and routine) with customers/members and/or vendors (Admin)

### **Keep for 3 Years**

- Bank statements and reconciliations (Accounting)
- Employment applications (HR)
- Insurance policies (expired) (Admin)
- Internal audit reports (Admin)
- Internal reports (miscellaneous) (Admin)
- Invoices to members/customers (Admin)
- Petty cash vouchers (Accounting)

### **Keep for 2 Years**

- Duplicate deposit slips (Accounting)

## **16. Confidentiality Policy**

The following policy relates to the access to and handling of confidential information gained by participation on AmSECT's Board of Directors, Committees, Task Forces or Work Groups or other work on behalf of AmSECT

### **16. A. Access to Confidential Information**

- From time to time, AmSECT member volunteers will have access to various forms of confidential information concerning AmSECT members or Society business.
- This information may be sensitive in nature.

### **16. B. Handling Confidential Information**

- Members of AmSECT's Board of Directors ("Board"), Committees, Task Forces or Work Groups and other AmSECT members working on behalf of AmSECT will maintain the confidentiality of all information, data, meetings, discussions, deliberations and decisions and all materials that have been deemed confidential.
- Members will use the Confidential Information only for the purpose of the work being performed by the Board, Committee, Task Force or Workgroup, or other work on behalf of AmSECT and not for any other purpose.
- Members will not disclose to anyone, reproduce or otherwise use any Confidential Information except for authorized communications with the AmSECT Board of Directors, Executive Director, and/or other authorized AmSECT representative.

### **16. C. Confidentiality Agreement**

- Members will be required to sign an acknowledgement and Agreement of Confidentiality (See Appendix III) prior to participating on an AmSECT's Board, Committees, Task Forces or Work Groups, or other work on behalf of AmSECT.

### **16. D. Exception**

- Confidential information that is otherwise publicly known or that is made available through no fault of the member is not subject to the terms of this policy.

## **17. Whistleblower Protection Policy**

The American Society of Extracorporeal Technology (AmSECT) prides itself on its adherence to federal, state, and local laws and/or regulations, including business ethics policies. As such, even though it is not obligated to do so, AmSECT has decided to voluntarily adopt a whistleblower protection policy.

### **17. A Policy statement**

- Pursuant to this policy, any volunteer who becomes aware of any violation of federal, state, or local law or regulation, including any financial wrongdoing, should immediately report the violation to the Executive Director to allow the organization to investigate and, if applicable, correct the situation or condition.

#### **17. B. Executive Director Involvement**

- If the Executive Director is involved or is believed to be involved in the matter being reported, employees may, in the alternative, make a report to AmSECT’s legal counsel.

#### **17. C. Investigation**

- AmSECT will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

#### **17. D. “Financial wrongdoing” may include, but is not limited to:**

- Questionable accounting practices;
- Fraud or deliberate error in financial statements or recordkeeping;
- Deficiencies of internal accounting controls;
- Misrepresentations to company officers or the accounting department (including deviation from full reporting of financial conditions).

#### **17. E. No Retaliation Policy**

- If any employee reports in good faith what the employee believes to be a violation of the law and/or financial wrongdoing to AmSECT, its legal counsel, or to a federal, state, or local agency or assists in an investigation concerning financial wrongdoing, it is AmSECT’s policy that there will be no retaliation taken against the employee.

#### **17. F. Confidential Financial Information Reminder**

- Employees are reminded of the importance of keeping financial matters confidential. Employees with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the Executive Director.



## **18. Corporate Partners**

Corporate Partner packages will be developed annually based on feedback from the Corporate Sponsors. Packages will delineate all benefits received by the Corporate Partners.

## **19. Exhibitors**

### **19. A. Space per Exhibitor**

- Each exhibiting company will be allowed two registrations per 10x10 booth. Any representatives over and above this number must obtain additional passes at the exhibitor registration fee.

### **19. B. Guidelines for Exhibitors**

- Exhibitor guidelines will be developed by the National Office and sent to all prospective exhibitors.

### **19. C. Rules on Exhibits**

- Exhibits must be educational, professional, and dignified with no “attention getting” devices which detract from professionalism.

### **19. D. Booth Assignments**

- Booth assignments will be based on corporate sponsorship, a rotating schedule among sponsorship levels, and for non-sponsors time booth space was purchased.

### **19. E. Promotional Items**

- The Conference Planning Chairman must approve promotional items.

### **19. F. Social and Hospitality Suites**

- Social functions/hospitality suites must not conflict with AmSECT functions/scheduled events.

## **20. Corporate Membership Meeting**

### **20. A. Timing of Corporate Membership Meeting**

- The annual Corporate Membership Meeting will take place during the International Conference.

### **20. B. Corporate Meeting Minutes**

- Minutes of the previous year’s Corporate Membership meeting will be available on the AmSECT app.

### **20. C. Agenda Reports**

- Corporate Membership Meeting agenda will include reports from the Treasurer and Conference Chair, along with the Teller’s Report and Installation Ceremony.

## **20. D. Contract Limitations**

- AmSECT will not enter into contracts with any organization that would limit conference activity on any day of the conference.

## **21. Presentations**

### **21. A. Identification of Presenters**

- Identification of presenters shall be limited to the name, institution, and city in the conference program. Each presentation may have one slide identifying the presenter, coauthors, institution, and city of origin.

### **21. B. Disclosure Slide**

- Each presentation must have one slide disclosing any consulting, conflicts of interest, etc. or stating that there is nothing to disclose.

## **22. Invited Speakers**

### **22. A. Registration fees**

- Registration fees will be waived for all speakers.

### **22. B. Invited Speaker Honorarium**

- Invited speakers may be offered an honorarium of up to \$750.00 to defer expenses.
- Non-perfusionist speakers may be offered full expense reimbursement if pre-approved by the treasurer and funding (e.g. educational grant) is available.

## **23. Faculty Members**

### **23. A. Faculty member Registration**

- Faculty members and members of the Conference Planning Committee will receive complimentary meeting registration

### **23. B. Faculty Reimbursement**

- Faculty and Conference Planning Committee members will be reimbursed according to the Reimbursement Policy.

### **23. C. Moderator Reimbursement**

- Moderators will receive no reimbursement unless also serving as a faculty member.

### **23. D. Faculty in Industry**

- Registration will be waived, but no expenses reimbursed, for faculty who have an association with AmSECT's corporate partners. Conference Planning Chair and Committee will provide a means of managing COI (see below Managing/ Resolving Conflicts)

### **23. E. Reimbursement Process**

- All faculty members requesting reimbursement for approved expenses must submit an itemized request on the AmSECT Reimbursement Request Form and provide receipts, within thirty days of the conference.

### **23. F. Multiple Presentations by Invited Faculty**

- Invited faculty should ideally be involved in more than one presentation and scheduled in a way that minimizes the requirement for overnight lodging.

### **23. G. Conference Material and Travel Planning for Invited Faculty**

- Invited faculty will provide conference materials to the Association Manager no later than 45 days prior to the conference, and will provide information about travel arrangements no less than 30 days in advance of the conference.

### **23. H. Request for Variance in Policy**

- In the rare event that a Conference Chair should wish to have a variance from this policy, he or she should make that request in writing to AmSECT's Executive Committee no less than five months prior to the conference.

## **24. Faculty Conflicts of Interest**

### **24. A. Conflicts of Interest**

- If a speaker has a financial relationship with a commercial interest and his/her participation in the CEU activity presents a conflict, you must propose a management plan.
- This plan could include (a) withdrawal from participation in any part of the CEU activity where a conflict exists; (b) deletion of any reference to the commercial interest in the presentation; or (c) reference the commercial interest only while citing evidence-based reviews.

## **25. Conference Planning Guidelines and Chair Responsibilities**

**25.A.** No less than two years in advance of an upcoming conference, the BOD in conjunction with the ICPC should decide on three venues to search for the next year's conference. Final site selection should be made by Board vote. If the BOD is planning to collaborate with another Society on a joint meeting, feedback should be solicited from membership before moving forward

### **25. B. Preliminary Conference Agenda**

- The Conference Chair should work with the Conference Planning Committee (CPC) to complete a preliminary conference agenda including meeting topics, overall meeting theme, and proposed faculty.
- In advance of the first CPC planning meeting, the CPC will be presented by the management with a prospectus of conference information including, but not limited to, site specs (exhibit room and meeting room layouts, daily room block, F&B costs, F&B minimum, historical conference budget, relevant MOU benefits and partnership package agreements, and any recent, relevant member survey information)

- The Conference Chair should review the estimated budget and agree with the Association Manager/Director and the Treasurer on estimated conference expenses and revenue.
- Recurring topics may include
  - Awards presentations (Gibbon, Award of Excellence, Perfusionist of the Year)
  - Awards and designations presentations (FPP, Pillar, Abstract and journal)
  - Legends Lunch
  - Student Perfusion Bowl
  - Perfusion Without Borders Student Scholarship presentation
  - AmSECT committee updates
  - Sponsored registry and PSO data review
  - Partnering society updates

### **25. C. Final Conference Agenda Timing**

- At least four months in advance, the Conference Chair will complete and submit a final conference agenda to the staff, to include full name of speakers, credentials, hospital affiliations, mailing addresses, phone numbers, fax numbers, and email addresses. This will allow ample time for marketing the meeting.

### **25. D. Marketing of Conference**

- Staff will work with the CPC to develop a marketing plan for the meeting to include website postings, email campaign and social media postings.

### **25. E. Finalization of Conference Program**

- Once the program is finalized, staff will correspond with speakers to confirm their participation and outline faculty responsibilities, deadlines, and participation package to include AV Speaker Release forms, Disclosure/Conflict of Interest forms, reimbursements, and instructions for submitting faculty syllabus summaries (consisting of PowerPoint slides or a Word document of up to five pages).
- The need for timely submission of required forms as well as proper formatting for abstract and PowerPoint submission will be discussed.
- The importance of masking all patient identifying information on slides for HIPAA compliance will be stressed.
- Staff will follow up on receipt of the above as well as track changes to the program (new lecture titles, cancelled speakers, etc.).

### **25. F. Syllabus Timing**

- Syllabus materials, COI and video consent forms will be due 60 days in advance. Reminders will be sent to faculty as necessary.

## 26. Editor, Journal of ExtraCorporeal Technology

The Editor is responsible for all aspects of publication associated with maintaining the *Journal of ExtraCorporeal Technology* as the premier journal of the field of Perfusion Technology. The Editor is committed to making sure that the *Journal* maintains its reputation of publishing the best scholarship in these areas. The Editor is responsible for the final decision with regard to the selection of papers for publication and provides substantive editing of journal contents. The term for JECT Editor is five years.

### 26. A. Principal Duties

- In partnership with the Journal Editorial Board, define the overall strategic direction for the *Journal* and provide leadership to achieve the goals determined by that strategic direction.
- Actively solicit manuscripts for the *Journal*.
- Select a line-up of papers for each issue.
- Recruit and select editorial reviewers.
- Maintain regular communications with individual members of the Editorial Board and convene an annual meeting of the Editorial Board to discuss *Journal* review policies and procedures and the direction of the publication.
- Conduct initial screening of all manuscripts and forward those that meet criteria to selected reviewers.
- Work with authors to revise manuscripts based on reviewers' comments and the Editor's own recommendations for improvement.
- Write a thoughtful editorial for each issue.
- Communicate on a regular basis with the staff liaison about the status of all manuscripts in the pipeline.
- Work with the staff of AmSECT's management firm in maintaining the *Journal* website including updates to *Journal* information, instructions, and updating the archive of papers after each issue.
- Serve as the primary liaison to authors.
- Return rejected manuscripts to authors with a constructive form letter.
- Coordinate journal production to ensure four full issues per year on a regular production schedule.
- With the staff, participate in *Journal* promotion and development activities including sponsorships, exchange and other appropriate advertising.
- Periodically update ancillary materials such as style guidelines for authors, solicitation requests from authors and use of the *Journal* in teaching.
- Report annually to the AmSECT Board of Directors on the status of the publication.
- Promote the *Journal* at national and international conferences.
- Work with the AmSECT management firm to develop and propose an annual budget.
- Operate within the AmSECT Board's approved operating budget.
- Work diligently with the Editorial Board to protect the public by assessing the veracity of the authors' claims.

## **26. B. JECT Editor Selection Process**

- The JECT Editor will request, with the permission from the Executive Committee, the submission of a CV and a biographical information from interested Associate Editors or tenured Editorial Board Member interested in serving as Editor.
- The biographical information should explain their interest in serving as Editor and describing why they should be selected for this important volunteer position.
- The JECT Editor should convene a meeting of the Editorial Board to review candidates and make a recommendation to the Board. The AmSECT board of directors will vote to select the new Editor.
- The JECT Editor should present the Editorial Board's discussion and rationale to the Board of Directors.

## **27. Editor, AmSECT Today**

AmSECT Today's Editor is responsible for ensuring the official newsletter for the American Society of ExtraCorporeal Technology successfully and effectively disseminates society, profession-level, and contemporary educational content to members on a quarterly basis.

### **27. A. Principal Duties**

- Establish annual quarterly issue themes list for BOD review at fall meeting.
- Engage committee chairs, task force chairs, liaisons and directors to identify society news and content development opportunities.
- Recruit and retain regular column authors and regularly seek feature writers.
- Provide email reminders of due dates and email/phone/zoom support to writers.
- Review article submissions for guideline compliance, copyedit for grammar, style and readability and screen for plagiarism.
- Meet monthly with Managing Editor to discuss issue in production and planning for following issue to ensure production schedule is met.
- Periodically meet with Board Advocate , Executive Director and President to identify opportunities, perform long range planning, and resolve operational concerns.
- Write and periodically review Author Guidelines, Sponsored Content Policy, and associated documents and make recommendations to the BOD.\Review AmSECT strategic plans and identify avenues to support execution or promote achievements toward and of objectives.
- Engage in long range planning for collaborations, content and operations. Examples include revenue, cost and operational efficiencies, strategies for increased engagement within the society and externally through its partnerships, identification of new topics, columns and features to ensure relevancy to readers, establishment of new and varied content sources, and seeking innovative means to disseminate content.

### **27. B. AT Editor Selection Process**

- Current editor notifies BOD of intention to step down and offers candidate recommendations from current regular authors. Alternatively, BOD is encouraged to recruit from JECT Editorial Board or Review groups.
- Anticipated term of service is 5-10 years with appointments recommended to occur between presidency transitions to ensure operational consistency

## 28. Director, International Consortium for Evidence-Based Perfusion (ICEBP)

In concert with the International Consortium for Evidence-Based Perfusion (ICEBP) Chairperson, the ICEBP Director will oversee and manage the activities of the ICEBP and with the ICEBP Executive Committee members in the areas of strategic planning, goal setting and execution of ICEBP projects. The ICEBP Director will promote and fulfill the mission of the ICEBP and professionally represent the interests of AmSECT and its ICEBP Committee. The Director will also coordinate activities with AmSECT President, Executive Director and AmSECT Board Advocate.

### 28. A. Principal Duties

- Direction and Vision of the ICEBP
  - This activity will require reviewing with the ICEBP Chairperson (via email or telephone) on a regular basis (no less than once per month) information pertinent to the work of the ICEBP.
  - Provide regular accountability and progress reports as requested by the AmSECT Board of Directors.
  - Attend the annual AmSECT International Conference, if requested by AmSECT's Board of Directors, assuming methods of funding have been allocated by AmSECT for the Director's travel and expenses.
  - The ICEBP Director, at the discretion of the AmSECT President, will attend the Spring meeting of the Board of Directors with the ICEBP Chairperson to discuss opportunities to align the committee's work with the society's strategic goals and objectives. *The approved expenses for this travel are to adhere to the Society's travel and spending guidelines.*
- Guideline Development
  - Partner with committee members in developing, as well as reviewing, existing guidelines of practice according to a comprehensive review of the best available evidence.
  - Partner with committee members in contributing to the development, dissemination and evaluation of AmSECT's Standards and Guidelines.
- Continuing Education
  - Partner with committee members in contributing to the development of ICEBP-related *AmSECT Today* publications.
  - Partner with committee members in contributing to the development and execution of AmSECT's scientific conferences.
  - Partner with committee members in disseminating information to the perfusion community regarding the quality and safety of cardiopulmonary bypass (e.g., AmSECT Today, Journal of ExtraCorporeal Technology, AmSECT University, scientific venues).
- Research Development
  - Partner with committee members in designing and supporting the execution and dissemination of multi-institutional studies focusing on the extracorporeal technology.



## **29. Policy and Procedure Manual**

The Secretary is responsible for the Policy and Procedure manual. A Task Force consisting of at least one Officer and two Directors will review the Policy and Procedure manual in the even numbered years. The President shall appoint this Task Force at the Spring board meeting. Suggested revisions and additions will be presented to the Board at or prior to the Fall board meeting. Each Officer, Director, and Committee Chairman should receive a copy of the Board Policy and Procedures upon their election or appointment.

## **30. Correspondence**

- All email correspondence of the BOD and AmSECT Officers should include this confidentiality notice.
- The President is the only person authorized to speak on behalf of and in the name of the Society.
- The National Office will provide Directors with AmSECT stationery upon request.

CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the use of the intended recipient(s) only and may contain information that is privileged, confidential, and prohibited from unauthorized disclosure under applicable law. If you are not the intended recipient of this message, any dissemination, distribution, or copying of this message is strictly prohibited. If you received this message in error, please notify the sender by reply email and destroy all copies of the original message and attachments.

## **31. Parliamentarian**

AmSECT Officers may retain the services of a professional parliamentarian.

## **32. Mailing Lists**

AmSECT **does not authorize** the use of its membership list for the following purposes:

- Announcements of educational programs, equipment, or other products and services not relating to the field of extracorporeal technology.
- Use of member names and addresses for on-site visits to members' homes/offices for any reason.
- Advertising or promoting any conference, meeting or other activity that is in direct conflict with the interests of AmSECT.
- Providing its membership label set as a broker for any products or service not manufactured or provided directly by the buyer of the set.

### **32. A. Policy on the Use of the AmSECT Member Email List**

1. AmSECT does not rent its email list directly to any third party, nor does it accept payment to distribute email for one-time use outside of a sponsorship contract.
2. AmSECT will distribute emails to members as part of its Corporate Partner package benefits, but the messages must be provided to AmSECT and distributed from the National Office.
3. All bona fide candidates for any officer or director position may have a one-time use of the email list at no rental charge.
4. Members of the AmSECT Board of Directors may have access to the relevant mailing list without charge to notify members of pressing issues or meetings. Emails will be sent from the National Office.
5. Individuals or groups requesting to use the AmSECT email list must submit their request to the National Office. AmSECT's staff will determine if the message is appropriate within the current schedule of mailings and within the staff's strategy for communication (prioritizing messages based on importance while avoiding excessive communication and diluting AmSECT's primary messaging). The National Office retains the right to delay or deny requests based on these criteria.
  - a. Requests may be forwarded from the National Office to the Executive Committee when considering whether or not a message conflicts with the general interests of AmSECT (i.e. such as with the promotion of competing products or benefits).
  - b. Requests may be forwarded from the Executive Committee to the Board of Directors when considering whether or not a message is of significant interest to the general, or relevant, membership to warrant mass communication.
  - c. Requests to distribute surveys may be forwarded from the Board of Directors to the International Consortium on Evidence-Based Perfusion. Criteria for evaluation will include whether the request came from a member or a non-member, whether or not the purpose of the survey is to facilitate quality improvement or research focused on the practice of ECLS and mechanical circulatory support and whether or not survey results and final report will be shared with AmSECT and distributed to membership.

### **32. B. Policy on Rental of AmSECT Member Mailing (and Post Box) List**

AmSECT does not release member email addresses directly to any third party. The National Office has the authority to rent the mailing list of physical addresses for one-time use for mailers. The list renter shall provide AmSECT with a complete sample of the mailing piece for approval prior to release. Requests may be subject to review by the same committees and using the same criteria listed above. AmSECT reserves the right to refuse list rental to any company or individual, at its sole discretion. Rental of the AmSECT mailing list to outside vendors and/or entities does not constitute an endorsement or guarantee of the product/service being marketed.

Upon approval of the mailer, AmSECT will provide a cost estimate for the list rental. The estimate will be based on the labor cost for AmSECT staff or a mailing service to handle the mailing plus postage. Payment will be provided to AmSECT headquarters prior to the mailing. Direct mailing list brokers soliciting the AmSECT membership list on behalf of a client

assumes total responsibility for on time payment to the AmSECT, regardless of the client's payment standing with the broker.

### 33. AWARDS

The following awards may be given out by AmSECT. Please note: all awards and prize moneys are not given each year.

- AmSECT President Award
  - Only given the year of a president turn-over
  - Will next be given at the end of each President's term
  - For the president of AmSECT
  - Gavel Plaque Award
- AmSECT President's Award
  - Only given the year of a president turn-over
  - Will next be given at the end of each President's term
  - President selects recipients
  - Plaque
- AmSECT Service Award
  - Given to the chair of the conference planning team
  - Given to any board members and executive committee members at the end of their term
    - Or if a BOD is moving to executive committee
      - I.E. A Zone director is becoming secretary
  - Given to elected committee position chairs at the end of their term
  - Given to the editor of JECT when stepping down
  - Plaque
- Lifetime Member Award
  - Given to nominees of the award
  - Sworn in at the International Conference meeting
  - Plaque
- AmSECT Perfusionist of the Year
  - Nominated by Peers
  - Must be a member of AmSECT
  - Must be a perfusionist
  - Winner is voted on by BOD
  - Glass flame award and prize money
- AmSECT Award of Excellence
  - Nominated by Peers
  - Must be a member of AmSECT
  - Must be a perfusionist
  - Winner is voted on by BOD
  - Glass flame award and prize money
- John H. Gibbon Jr. Award
  - Nominated by Peers
  - Does not need to be a member of AmSECT
  - Does not need to be a perfusionist

- Winner is voted on by the BOD
- Bronze medal and \$prize money
- JECT- Original Research
  - Only articles published during the previous year
  - Voted by JECT editorial Board selected by Editor in Chief
  - \$1,000 prize money and plaque to primary author
  - Primary Author must be a member of AmSECT
- JECT- Case Report
  - Only articles published during the previous year
  - Voted by JECT editorial Board selected by Editor in Chief
  - Prize money and plaque to primary author
  - Primary Author must be a member of AmSECT
- JECT- Review Article
  - Only articles published during the previous year
  - Voted by JECT editorial Board selected by Editor in Chief
  - Prize money and plaque to primary author
  - Primary Author must be a member of AmSECT
- JECT- Technique Article
  - Only articles published during the previous year
  - Voted by JECT editorial Board selected by Editor in Chief
  - Prize money and plaque to primary author
  - Primary Author must be a member of AmSECT
- Any Abstract award winners
  - Given after the presentations at AmSECT
  - Plaque and cash prizes (determined by sponsorship received), sent post conference

### **33. A. Award Process: National Awards**

The Achievement & Recognition does a call for nominations for the three national awards presented during the International Conference: The John H. Gibbon, Jr. Awards, AmSECT Award of Excellence and AmSECT Perfusionist of the Year. The call is open for 6 weeks. The Committee reviews the nominees to confirm eligibility and then the Board of Directors votes to select the winner.

The three winners are notified via letter and given the details of when and where they will receive their awards and invited to an awards dinner with the Executive Committee. Recognition awards are ordered.

JECT Awards—JECT Awards can be given for Original Research, Case Reports, Review Article or Technique Article. Once the 4<sup>th</sup> quarter Journal is published, a ballot is created of all articles in each of the categories. This is sent to the Editor for Review. Once approved, the Editor selects members of the Editorial Board to vote. Winners are notified and awards are ordered.

Abstract Awards—Abstract award winners are selected onsite following moderated abstract sessions during the International Conference. The Achievement & Recognition Committee identifies judges who will review the abstract posters and complete the scorecards. Awards for the abstracts are mailed to the winners following the conference.

## 34. Website Privacy Policy

**American Society of ExtraCorporeal Technology** and the AmSECT Foundation (“AmSECT” “us,” “our,” or “we”) have created this privacy policy in order to demonstrate our commitment to your privacy and protection of personal information that we collect and process. The following discloses our information gathering and dissemination practices. Unless the context indicates otherwise, the terms “you” and “your” refer to both you individually and any entity on whose behalf you are accessing our Website.

This privacy policy applies to information we collect (our “Collection Places”):

- On this Website (including its integrated third party platforms);
- On other platforms we use to facilitate our management of the services we provide to you (e.g. conference registration sites); and
- In email, text, other electronic messages or by telephone or other communications between you and us and (if you are a member) between you and other members through the Website.

If you have questions or concerns regarding this policy, we welcome you to contact us at: [amsect@amsect.org](mailto:amsect@amsect.org).

### 34. A. Acknowledgement of this Privacy Statement

Your use of any of our Collection Places signifies that you have read and understand all of the terms of this privacy policy.

### 34. B. Personal Information You Provide Voluntarily

We collect personal information at our Collection Places that include, but is not limited to, name, telephone number, email address, employer, professional title, date of birth, home or business and mailing address, gender, details regarding your entity and business, your job title, username and password, company contacts for corporate members, photographs, and education.

The personal information you are asked to provide (including whether its provision is mandatory or not) is needed so that we may facilitate your access, purchase, use and/or participation in our service offerings, such as (collectively “Services”):

- (a) Membership;
- (b) Conferences & Events;
- (c) Educational programs;
- (d) Online forums;
- (e) Certification/accreditation activities;
- (f) Volunteer opportunities;
- (g) Products for sale;
- (h) Career services;
- (i) Surveys; and
- (j) Any other services and products that are updates or extensions to our Services or relate to other member benefits.

If you choose not to provide us with your personal information, you may not be able to enjoy certain components of our Services.

Additionally, we will also collect personal information when:

- You request us to contact you via mail, e-mail, or telephone to provide information, updates, or promotions about our Services;
- We enter into agreements for affiliated partnerships (e.g., exhibitors, sponsors, advertisers).

We will provide you with the choice and means for limiting the use and disclosure of your personal information before we use or disclose the information for a purpose that is materially different than the purpose described below.

At other times, we may collect information that cannot be used to identify you. For example, we may aggregate non-personal information about you and other customers who visit our Websites. Aggregated information will not contain any information that can be linked directly back to you.

### **34. C. Personal Information We Collect Automatically**

In addition to the Collection Places, we may use any number of tools to collect information about you, your computer access points, and the web browser that you use to connect to our Website. For example, cookies are tiny text files that we place on your computer's hard drive when you visit our Website. We may use cookies to personalize your interactions with our Websites. You do not have to accept our cookies and you may set your browser to restrict their use and you may delete them after they have been placed on your hard drive. If you do not accept or delete our cookies, some areas of our Website may take more time to work, or may not function properly.

Under the laws of various EU countries, cookies may be served, as long as individuals have provided their consent, having been given clear and comprehensive information, in particular about the purposes for which their personal data will be processed. In at least the above-referenced countries, effective consent may be provided by using browser settings, as long as you take positive action. Before using our Website, you are advised to check your current browser settings to ensure that the settings reflect your consent for us to place cookies on your devices.

We may also collect additional information from your web browser each time you visit our Website. We may collect information about the pages that you visit and the time spent on each web page or area of the Website, the promotions or advertisements that you click on, and other actions that you take while using our Website. This information may include your Internet Protocol ("IP") address, the type of browser, the time that your browser was used to access our Website, and the referring website's address. We may also use tools such Google Analytics.

We may also collect information that cannot be used to identify you. For example, we may aggregate non-personal information about you and other individuals who visit our Website. Aggregated information will not contain any information that can be linked directly back to you.

Our Service Providers (defined below) may also use other standard web-based technologies to analyze your movements while accessing our Websites. The technologies include web "beacons," "pixel tags," and "clear gifs." These technologies help us ascertain the effectiveness of our product and service campaigns and marketing programs, allow us to customize the services offered on or through our Website, and help determine the best use for Website content, and product and service offerings. Some of this information, including the IP address, may be stored on our Internet service provider's server logs, and may be available for extended periods of time.

#### **34. D. Our Use of Your Personal Information**

AmSECT may use your personal information to:

- (a) Provide information about our Services and affiliate partnerships;
- (b) Fulfill your member benefits;
- (c) Facilitate your attendance/participation at our conferences and events (both in person and virtual);
- (d) Track your attendance at conferences and trade shows (including exhibitor spaces);
- (e) Prepare invoices and process payments;
- (f) Respond to any of your questions or requests or other communications you send to us;
- (g) Carry out our obligations and enforce our rights arising from any contract entered between you and us;
- (h) Fulfill any other purpose for which you provide information to us;
- (i) Present our Website effectively to you; or
- (j) Perform any other legitimate purpose reasonably consistent with your membership or affiliated partnership.

Additional uses of your non-personal and personal information will allow us to tailor our Services specific to your needs, to help organize and manage our relationship with you or your business, to conduct business, to provide you with support, and to perform functions that are described to you at the time of collection.

In general, we will use the personal information we collect from you only for the purposes described in this privacy policy or for purposes that we explain to you at the time we collect your personal information. However, we may also use your personal information for other purposes that are not incompatible with the purposes we have disclosed to you (such as archiving purposes in the public interest, research purposes, or statistical purposes) if and where this is permitted by applicable data protection laws.

#### **34. E. Our Disclosure of Your Personal Information to Third Parties**

We may share your personal information with the following categories of recipients:

- **Third party service providers** (“Service Providers”) who provide (without limitation) administrative/operational services; data processing; membership services; marketing & communication services; meeting management services; website hosting services; membership database services; credit card processing; conference registration; conference mobile applications; conference/event hotels and venues; or who otherwise process personal information for purposes that are described in this privacy policy or notified to you when we collect your personal information;
- **Other AmSECT members** may receive certain items of your personal information as part of a membership directory or through collaboration portals. In addition, if you sign up to attend a member meeting or other AmSECT-sponsored event, all other AmSECT members who sign up for the event may be notified of your intended attendance at the event and may be given your full name, address, company name, and email address. We are not responsible for other members use or misuse of your personal information; and

- **Affiliated partners**, such as exhibitors, sponsors and advertisers, may receive membership lists or event attendance lists that include your full name, address, and company name. We are similarly not responsible for the use or misuse of your personal information by our affiliated partners.

We may also disclose your personal information as is necessary to: (a) comply with a subpoena or court order; (b) cooperate with law enforcement or other government agencies; (c) establish or exercise our legal rights; (d) protect the property or safety of our company and employees, contractors, vendors, suppliers, and customers; (e) defend against legal claims; (f) help with internal and external investigations; or (g) as otherwise required by law or permitted by law. We may disclose your information in connection with the sale or merger of AmSECT or any transaction that involves the sale or assignment of some or all of our assets.

#### **34. F. Data Storage and Security**

We make reasonable efforts to ensure that our Service Providers have implemented physical, electronic, and procedural security measures to assist with safeguarding your personal information, and to help protect against unauthorized access and disclosure. Notwithstanding our efforts, the Internet has inherent security risks. We cannot promise, and you should not expect, that your personal information, personal searches, and other communications will always remain secure. You should take care with regard to how you handle and disclose your personal information or any username or password that you are required to use to access all of our Collection Places.

#### **34. G. Children and Data Collection**

Our Website content is not directed toward children who are under the age of 16. We do not knowingly collect personal information from children. If we or our Service Providers become aware that a child has provided us with personal information without parental consent, that information will be deleted from our databases. If you have questions about personal information that may have been submitted by a child, please email us at [amsect@amsect.org](mailto:amsect@amsect.org).

#### **34. H. How You May Access and Change the Information that AmSECT Collects**

The first time that you provide us with registration information through our Website, you may be offered the opportunity to subscribe to and receive additional information about our products and services. Each commercial e-mail that we send to you will offer you the opportunity to opt-out of continuing to receive such messages. We may take up to 10 business days to process your opt-out requests. In some instances, we may have already shared your information with one of our authorized third parties before you changed your information preferences, and you may briefly continue to receive e-mail even after you have opted out. FTC e-mail compliance guidance allows us to send you transactional and relationship e-mail without offering you the opportunity to opt-out of receiving those types of e-mail.

For those Website users located in the European Union, we are required by law to advise you that your personal information may, at times, be accessible by individuals who are located world-wide including in countries that the European Commission has not determined provide the same level of data protection as in your country. By providing us with your personal information, you are consenting to our use of it in accordance with our privacy policy, including the transfer of your personal information across international boundaries to jurisdictions anywhere in the world as permitted by local law, including, without limitation the United States.



In some cases, the United States may not be deemed to have data privacy laws that afford an equal level of protection for your personal information as those laws legislated at the direction of the European Union, however, please be assured that we will continue to adhere to the principles stated in this privacy policy and in applicable laws in connection with any personal information. We will endeavor to preserve the integrity, confidentiality, and security of personal information and afford such personal information an adequate level of protection.

#### **34. I. Rooms/Forums/Message Boards/News Groups**

Our Website may make digital forums available to its users. Please remember that any information disclosed in these areas becomes public information, and you should exercise caution when deciding to disclose information through these areas of the Website.

#### **34. J. Information Sharing**

**AmSECT Personnel:** AmSECT's personnel may have access to your information as needed to provide and operate the Services in the normal course of business. This includes information regarding your use and interaction with the Services.

**Service Providers:** AmSECT works with various organizations and individuals to help provide the Services to you ("Service Providers"), such as website and data hosting companies and companies providing analytics information, like Google Analytics. We may share your personal information with our Service Providers for the purpose of providing the Services. The information we share to our Service Providers may include both information you provide to us and information we collect about you, including Personal Data and information from data collection tools like cookies, web beacons, log files, Unique Identifiers, and location data. AmSECT takes reasonable steps to ensure that our Service Providers are obligated to reasonably protect your information on AmSECT's behalf. If AmSECT becomes aware that a Service Provider is using or disclosing information improperly, we will take commercially reasonable steps to end or correct such improper use or disclosure.

**Business Transactions:** AmSECT may purchase other businesses or their assets, sell our business assets, or be involved in a bankruptcy, merger, acquisition, reorganization or sale of assets (a "Business Transaction"). Your information, including Personal Data, may be among assets sold or transferred as part of a Business Transaction.

**Lawful Requests:** We may be required to disclose User information pursuant to lawful requests, such as subpoenas or court orders, or in compliance with applicable laws. We generally do not disclose User information unless we have a good faith belief that an information request by law enforcement or private litigants meets applicable legal standards. We may share your information when we believe it is necessary to comply with applicable laws, to protect our interests or property, to prevent fraud or other illegal activity perpetrated through the Services or using the AmSECT name, or to protect the safety of any person. This may include sharing information with other companies, lawyers, agents, or government agencies. Nothing in this Privacy Policy is intended to limit any legal defenses or objections that you may have to a third party's, including a government's, request to disclose your information.

#### **34. K. Your Rights and Choices Regarding Your Information**

Relevant data protection laws provide you certain rights regarding the protection of your data, including:

- the right to access;
- the right to rectification;

- the right to erasure;
- the right to restrict processing;
- the right to object to processing;
- the right to data portability;
- the right to complaint to a supervisory authority; and
- the right to withdraw consent.

More information about your rights relating to AmSECT and the Services is provided via this Privacy Policy.

#### Access to the Information AmSECT Has Collected About You

AmSECT provides certain tools and settings within the Services to help you access, correct, delete, or modify your personal information associated with the Services. AmSECT welcomes you to contact us regarding the information we have collected about you, including regarding the nature and accuracy of the data that has been collected about you, to request an update, modification, or deletion of your information, to opt-out of certain Services uses of your information, or to withdraw any consent you may have granted to AmSECT.

Please note requests to delete or remove your information do not necessarily ensure complete or comprehensive removal of the content or information posted, and removed information may persist in backup copies indefinitely. Please note that if you choose to delete your information or opt-out of the collection and use of your information, you understand that certain features, including but not limited to access to the Services, may no longer be available to you.

We may store the information we collect about you indefinitely, but information generally will be retained only for as long as necessary to fulfill the purposes for which the information was collected, or as otherwise required by law. Following termination or deactivation of an AmSECT Account, AmSECT may retain your information and content for a commercially reasonable time for backup, archival, and audit purposes.

#### **Opting-Out of Communications from AmSECT**

Users may opt-out of receiving certain communications from AmSECT by following the unsubscribe process described in an email communication, or by contacting us using the contact information provided below. However, please note you may not opt-out of Services-related communications, such as account verification, changes or updates to features of the Services, or technical and security notices.

#### **Do Not Track**

AmSECT does not currently employ a process for automatically responding to “Do Not Track” (DNT) signals sent by web browsers, mobile devices, or other mechanisms. Per industry standards, third parties may be able to collect information, including Personal Data, about your online activities over time and across different websites or online services when you use Services. You may opt out of online behavioral ads at <http://www.aboutads.info/choices/>. You also may limit certain tracking by disabling cookies in your web browser.

## **Additional Provisions Regarding the Services & Your Information**

### **Transfer and Storage of Your Information**

Please note information AmSECT collects about you may be transferred, processed and/or accessed by us in the United States, or another country where we, or our Service Providers operate. Please be aware Personal Data may be transferred to, and maintained on, computers located outside of your state or country where privacy laws may differ from and may not be as protective as those where you live. If you are located outside the United States and choose to allow us to collect information about you, please be aware that AmSECT may transfer your Personal Data to the United States and process and store it there.

If you are located in the European Economic Area ("EEA") or other regions with laws governing data collection and use that may differ from U.S. law, please note that we may transfer information to a country or jurisdiction that does not have the same data protection laws as your jurisdiction, as disclosed in this Privacy Policy. It may also be processed by staff operating outside the EEA who work for us or for one of Service Providers, also as disclosed.

**Website Hosting:** AmSECT works with Impexium as its web hosting services provider. Impexium is at 1775 Tysons Blvd, Suite 1450, McLean, VA 22102 and the Websites are stored by Impexium is at 1775 Tysons Blvd, Suite 1450, McLean, VA 22102. AmSECT shares your data, including Personal Data, with our website hosting Service Provider for the purposes of processing your data pursuant to your use of the Services.

**Data Hosting:** AmSECT works with Impexium as its data hosting services provider. Impexium is at 1775 Tysons Blvd, Suite 1450, McLean, VA 22102 and AmSECT's data are stored by Impexium is at 1775 Tysons Blvd, Suite 1450, McLean, VA 22102. AmSECT shares your data, including Personal Data, with our website hosting Service Provider for the purposes of processing your data pursuant to your use of the Services.

### **Safely Using AmSECT's Services**

Despite AmSECT's safety and privacy controls, we cannot guarantee the Services are entirely free of illegal, offensive, pornographic, or otherwise inappropriate material, or that you will not encounter inappropriate or illegal conduct from other Users when using the Services. You can help AmSECT by notifying us of any unwelcome contact by contacting us using the information below.

### **Your California Privacy Rights**

Under California Civil Code Section 1798.83 (known as the "Shine the Light" law), AmSECT members and customers who are residents of California may request certain information about our disclosure of personal information during the prior calendar year to third parties for their direct marketing purposes. To make such a request, please write to us at the address below or at [privacy@amsect.org](mailto:privacy@amsect.org) with "Request for California Privacy Information" on the subject line and in the body of your message. We will comply with your request within thirty (30) days or as otherwise required by the statute. Please be aware that not all information sharing is covered by the "Shine the Light" requirements and only information on covered sharing will be included in our response.

### **Changes to Our Privacy Policy**

AmSECT may modify this Privacy Policy from time to time. The most current version of this Privacy Policy will govern our use of your information and will be located at <http://www.amsect.org/page/about-amsect>. You may contact us to obtain prior versions. We will notify you of material changes to this policy by posting a notice at the Services or by emailing you at an email address associated with your AmSECT Account, if applicable, and provide an "at a glance" overview of any changes.

### **34. L. Enforcement**

We use a self-assessment approach to assure compliance with this privacy policy and periodically verifies that the policy is accurate, comprehensive for the information intended to be covered, prominently displayed, completely implemented and accessible and in conformity with the EU privacy principles. We encourage interested persons to raise any concerns using the contact information provided and we will investigate and attempt to resolve any complaints or disputes regarding the use and disclosure of personal information in accordance with the principles.

If a complaint or dispute cannot be resolved through our internal process, we agree to dispute resolution using (an independent resourced mechanism) as a third party resolution provider.

### **34. M. General Information and Privacy Support Contact**

We may update this privacy policy from time to time, and you should take the time to review it each time that you visit one of our Web sites. We are committed to protecting your personal privacy. If you have questions or comments about our efforts to protect your personal privacy, or if you require additional information about our privacy commitment, please contact us at

American Society of ExtraCorporeal Technology  
[amsect@amsect.org](mailto:amsect@amsect.org)

## **35. SOCIAL MEDIA**

AmSECT is a leader and stakeholder when it comes to discussions of issues impacting the extracorporeal technology industry. AmSECT uses multiple social media channels to support our mission and the needs of our members to engage healthcare professionals throughout the extracorporeal technology community.

AmSECT encourages community administrators to consider the following basic guidelines when engaging in social media (Facebook, LinkedIn, Twitter) on behalf of AmSECT.

### **AmSECT Perflist**

AmSECT also hosts online discussion through Perflist. The AmSECT community can participate in featured conversations, interact and ask questions on focused topics. This forum is not moderated, so we ask for good judgment when posting.

### **Best Practices and Guidelines**

1. **Posting:** Only AmSECT staff and designated volunteer members can use social media to speak on behalf of AmSECT.
2. **Monitoring:** Social media community administrators should monitor communities weekly to ensure that any SPAM or sales related posts are removed in a timely fashion, and that any comments or messages requiring a response are attended to promptly.

3. **Response:** If a question is posted on a social media channel, the AmSECT staff member should make every effort to respond to the inquiry within 24 hours. If the question is content-specific, the inquiry should be referred to an appropriate subject matter expert and the inquirer should be advised that an answer will be forthcoming.

4. **Connections:** AmSECT staff should use discretion when accepting connection requests on social media channels. Staff and volunteers representing AmSECT are not obligated to connect or participate in groups on their personal networks.

5. **Frequency:** Content should be posted frequently enough to keep followers engaged and active, but not too often to become overwhelming or obnoxious to the community.

Frequency guidelines:

a. **Twitter:** Posting several times a day is acceptable, but posters should refrain from repeating the same content or posting several times within a short time period (unless participating in a Twitter chat or other real time conversation).

b. **Facebook:** Daily posts and shares are optimal but posting three times a week will show consistent activity and engagement.

c. **LinkedIn:** Weekly or bi-weekly posts are optimal; should be more than just conference promotions.

6. **Content:** Content should seek to engage users, rather than simply broadcast the organization's promotions. Existing content owned by AmSECT can be repurposed as appropriate for social media outposts.

7. **Responding to Negative Posts:** AmSECT community administrators should use good judgment when deciding if and how to best respond to negative comments. In general, negative comments (unless they are offensive or violate privacy laws) should not be removed. If a response is required, staff should respond to the comment or inquiry within 48 hours. If the question is content-specific, the inquiry should be referred to an appropriate subject matter expert and the inquirer should be advised that an answer will be forthcoming.

### **Social Media Group Administration**

Administrative or moderator rights to AmSECT social media platforms will be granted to staff or volunteers at the organization's discretion. Administrators and moderators are expected to abide by the code of conduct outlined in this document. Status may be revoked by the community manager or executive director.

### **Social Media Passwords**

Password and login credentials on all social media channels are to be managed by the AmSECT staff. This information will be shared with staff or volunteer community administrators or those asked to post for a

specific event, campaign or announcement. Passwords should be changed periodically to avoid being compromised.

## **Prohibited Content**

**Confidential/Proprietary:** Any confidential or proprietary information of AmSECT should not be shared on social media platforms. This includes, but is not limited to, financial information, organization strategy or official announcements yet to be made (embargoed information).

**Copyrighted Information:** Photos and content that AmSECT does not own may be shared but should not be shared or copied without proper acknowledgement. Third party copyrighted content should not be posted without written or legal permission. Administrators can refer directly to copyrighted material on websites or social media profiles that belong to the copyright holder.

**Personal Information:** It is not advised to share any personal or contact information. If a volunteer or staff member chooses to do so, it is at their own discretion.

## **Disclaimers**

The following are proposed disclaimer messages to protect AmSECT in the social media space.

**Facebook and Twitter:** The purpose of this Facebook/Twitter page is to actively share information and engage in conversations around issues related to extracorporeal technology. AmSECT welcomes and encourages participation in discussions. However, we also reserve the right to remove inappropriate or offensive posts, along with those that may violate patient privacy laws. We ask you to use the following guidelines:

- Please do not use offensive or hurtful language. Be respectful of other points of view, even if they differ from your own.
- Do not mention names of patients, doctors or colleagues. All HIPPA regulations must be followed.
- Refrain from posting self-promotional products or services.

AmSECT intends to share information that is useful to professionals in healthcare with specific interest in extracorporeal technology. Content should not substitute for medical advice. If you are concerned about your health or have medical questions, please consult with your healthcare provider regarding your individual situation.

The information shared on the AmSECT page contains personal opinions and views of individuals. It is not necessarily condoned, approved or reflective of the official views of the AmSECT. AmSECT reserves the right to remove inappropriate or offensive posts, along with those that may violate privacy guidelines.

## 36. Management

AmSECT employs the work of a full-service association management company. The scope of services for that company includes:

### *Association Management*

- Creation and implementation of best practice management methods to increase membership, improve workflow, simplify procedures, maximize efficiency, and reduce cost while providing exemplary customer service to the society for its members
- Proficiency in and implementation of the operating guidelines of the society including its Articles of Incorporation, Bylaws, and Policies and Procedures.
- Coordinating planning activity including implementation of the biennial Strategic Plan as well as the goals and objectives of AmSECT's elected committees, standing committees, appointed committees, task forces and liaisons.
- Managing financial activity under the direction of the Treasurer. Assembling all financial documents and reports on a routine basis as required by law, requested by the Treasurer and Finance Committee or agreed to by the Board of Directors.
- Assisting in the generation and distribution of documents (including agendas, minutes and reports) at the direction of the Executive Committee, President, Directors, or Chairs.
- Advising and working collaboratively with society committees
- Maintaining and storing all society documents, records and files
- Maintaining a permanent address for the society
- Maintaining a separate and permanent phone, fax and e-mail address for the society. Answering calls and returning messages during normal business hours and within a reasonable period of time.
- Providing a seamless state of the art system for the membership to interact with the society, including meeting registration, payment of dues, purchase of educational material, and donations to AmSECT or its Foundation
- Documenting value to AmSECT's membership by providing access to information, a repository for educational information and the ability to network through educational conferences, online forums, position postings, and other member benefits
- Administering day-to-day business affairs
- Scheduling and staffing committee meetings, taking minutes and coordinate correspondence.
- Working with and assisting Officers in society matters
- Communicating with the Board of Directors on society matters
- Soliciting sponsorship and grants to support AmSECT, its conferences, its Foundation, and other activities
- In collaboration with the Editor, developing and publishing a bi-monthly newsletter
- Seeking and selling advertisements for the website and newsletter

### *Marketing and Communication*

- Developing innovative marketing strategies to expand Perfusionist and other membership categories. Providing a dashboard to track monthly trends in overall and strategic categories of membership
- Initiating follow-up with lapsed members
- Coordinating with the Membership Committee in the development, maintenance and implementation of welcome messages and orientation materials for new members and new volunteers (including society history, society programs and volunteer opportunities)
- Coordinating emails, newsletters, bulletins, web information and social media posts
- Conducting votes, polls and surveys including annual Willingness to Serve and special elections, as well as standalone and series surveys (such as routine Membership, Newsletter, Conference and Strategic Planning surveys)
- Recruiting and retaining vendors
- Conducting other activities as identified and authorized by the board of directors

#### *Accounting Services*

- Coordinating all accounting activity including receivables, payables, monthly statements, budgets, collections, bank reconciliation, tax preparations and other services as required in accordance with acceptable accounting practices
- Assisting the Treasurer in preparing annual budget forecasts and other financial reports as needed.

#### *Website*

- Coordinating design, creation of updated material, and site maintenance that promotes marketing, membership benefits, and society enhancement.

#### *Technology Support*

- Managing and merging systems for sharing software requirements for membership, desktop publishing, and other committee needs.
- Developing and managing mobile applications

#### *Foundation*

- Providing all administrative activities, including accounting, record keeping, and regulatory reporting for the AmSECT foundation.

#### *Government Relations*

- Coordinating and partnering with leadership and the Government Relations Committee on policy issues, congressional meetings, position papers and other state, local and national issues having an effect on perfusionists including state licensure issues.

#### *Educational Conferences*

- Managing and partnering with leadership, the Board of Directors and planning committees, on all aspects of the annual international conference including:



- Site selection
- Contract negotiation
- Marketing
- Exhibits
- Abstracts
- Program development
- Registration
- On-site coordination

# APPENDIX

## APPENDIX 1

### Conflict of Interest Form

(May be sent electronically)

I, \_\_\_\_\_, have read the AmSECT Conflict of Interest Policy and understand the policy. I agree to abide by this policy by fully disclosing any activity, practice or act which conflicts with or appears to conflict with the interest of the American Society of Extracorporeal Technology.

- I have no actual or potential conflicts.
- I hereby disclose the following actual or potential conflicts:

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- I will resolve the above conflict in the following manner:

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Signature \_\_\_\_\_

Title/Position \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 2 Reimbursement Policy

ACTIVITY	EXEC BOD	BOD & STUDENT LIAISON	CPC CHAIRS	CPC MEMBER SPEAKERS, STUDENT CHAIRS, SPEAKERS	ABSTRACT PRESENTERS	MODERATORS	AWARD RECIPIENTS: EXCELLENCE, GIBBON, PERF OF YEAR
<b>TRAVEL</b>	Round-trip Coach with 30 day advance purchase. Alternatively, car using IRS mileage reimbursement policy, if less than airfare. *	<i>Round-trip Coach with 30 day advance purchase. Alternatively, car using IRS mileage reimbursement policy, if less than airfare. *</i>	Round-trip Coach with 30 day advance purchase. Alternatively, car using IRS mileage reimbursement policy, if less than airfare. *	Round-trip Coach with 30 day advance purchase. Alternatively, car using IRS mileage reimbursement policy, if less than airfare. *	NO	NO	NO
<b>GROUND TRAVEL</b>	\$150 max (includes round-trip transportation from home to airport and airport to hotel if free shuttle is unavailable. Rental car fees will not be reimbursed unless pre-approved)	<i>\$150 max (includes round-trip transportation from home to airport and airport to hotel if free shuttle is unavailable. Rental car fees will not be reimbursed unless pre-approved)</i>	\$150 max (includes round-trip transportation from home to airport and airport to hotel if free shuttle is unavailable. Rental car fees will not be reimbursed unless pre-approved)	\$150 max (includes round-trip transportation from home to airport and airport to hotel if free shuttle is unavailable. Rental car fees will not be reimbursed unless pre-approved)	NO	NO	NO
<b>REGISTRATION WAIVED</b>	YES	YES	YES	YES	NO	NO	YES
<b>HOTEL</b>	All nights of the Board meeting (and night prior) and conference will be covered at the standard conference room rate.	All nights of the Board meeting (and night prior) and conference will be covered at the standard conference room rate.	Conference Planning Committee Chairs should be on site for the entire conference. All nights of the conference will be covered at the standard conference room rate.	Reimbursed days include one night at the standard conference room rate for each day of presentation. Hotel stay must be at the conference-contracted hotel for reimbursement unless pre-approved by the Treasurer.	NO	NO	NO
<b>MEALS</b>	NO	NO	NO	NO	NO	NO	NO

## Appendix 3 Confidentiality and Code of Conduct Agreement

(May be sent electronically)

Thank you for agreeing to serve as a member of AmSECT’s Board of Directs, a Committee, Task Force or Work Group.”). AmSECT relies on the contributions and work of individuals who volunteer their time and talent to advance the profession and AmSECT’s goals. In consideration for your participation, you acknowledge and agree as follows:

- You will have access to or receive from AmSECT a variety of confidential information concerning your AmSECT volunteer work. You will maintain the confidentiality of all information, data, meetings, discussions, deliberations and decisions on all materials provided in connection with the work. Including, but not limited to; data and other information, correspondence (emails, letters), and reports, as well as all information that you know or reasonably should know is confidential (collectively “Confidential Information”) received in connection with your work as an AmSECT volunteer.
- You will use the Confidential Information only for the purpose of the work being performed by the Board, Committee, Task Force or Work Group and not for any other purpose.
- You will not disclose to anyone, reproduce or otherwise use any Confidential Information except for authorized communications with the AmSECT Board of Directors, Executive Director, and/or other authorized AmSECT representative.
- Confidential Information that is otherwise publicly known or that is made available through no fault of your own is not subject to the terms of this Agreement.
- You will adhere to the Code of Conduct, specifically: Conduct activities in a professional manner marked by integrity and a spirit of fair play; refrain from engaging in any activity that would violate confidentiality commitments and/or proprietary rights of the Society; Abide by the Bylaws and policies of AmSECT; refrain from engaging in sales activity, including direct or indirect solicitation, or conduct any other activity contrary to the purposes or policies of AmSECT; Not distribute any materials or post displays of any kind at AmSECT activities without prior approval; not engage in any form of personnel recruiting at, or using, AmSECT facilities or resources unless through prior approval of the Board of Directors; not use the AmSECT name/Logo other than in the conduct of AmSECT business as determined by the Board of Directors; not use the AmSECT membership or conference attendee lists or any part thereof except in the conduct of business as determined by the Board of Directors; conduct yourself in a manner that is consistent with, and not disruptive to, the business and social activities sponsored by AmSECT.

Acknowledged and Agreed:

Name \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 4 Sample Management Request For Proposal (RFP)



### Request for Proposal FOR ASSOCIATION MANAGEMENT SERVICES

<date>

The American Society of ExtraCorporeal Technology, AmSECT, is requesting contract proposals for its management firm.

#### History of AmSECT

AmSECT was founded in 1964 and is the largest professional society in the world for cardiopulmonary perfusionists. Perfusionists are the individuals primarily responsible for operating the heart-lung machine during open-heart surgery. For more information about the society and the profession you may visit our web site at [www.amsect.org](http://www.amsect.org). Today AmSECT has over 1,700 members throughout the world and is dedicated to promoting the profession. The goals of the Society are diverse and include:

- National support of licensure through government relations
- Development of professional standards for perfusion
- Enhancement of perfusion scope of practice
- Development of continuing education programs on national and regional levels
- Support of educational programs for entering perfusionists
- Scientific dissemination of knowledge through the publication of information in the indexed *Journal of ExtraCorporeal Technology*
- Distribution of current information through publication of a bi-monthly newsletter *AmSECT Today*

#### AmSECT Mission and Strategic Plan

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.

Current Strategic Plan <date> is attached.

### **Relationship to Other Related Organizations**

AmSECT maintains collaborative relationships with other healthcare organizations including but not limited to the American Association for Thoracic Surgery (AATS), the Society of Thoracic Surgeons (STS), the Society of Cardiovascular Anesthesiologists (SCA), the Society for the Advancement of Blood Management (SABM), the AABB, the Extracorporeal Life Support Organization (ELSO), the American Board of Cardiovascular Perfusion (ABCP), the Accreditation Committee-Perfusion Education (AC-PE), Commission on Accreditation of Allied Health Education Programs (CAAHEP), and the Joint Commission.

### **Summary of Association Status / Concerns**

AmSECT has a long history of providing exceptional continuing education opportunities through our international conferences, scientific journal (JECT), and newsletters. Recently, we have enhanced our educational offering by developing an on-line school, AmSECT University. AmSECT members can enroll in classes at AmSECT U and earn continuing education units (CEUs) towards their annual recertification. AmSECT is also recognized nationally and internationally for our work in creating Standards and Guidelines for perfusion practice.

AmSECT's greatest challenge is the recruitment and retention of new and current members. We recognize the importance of continually evaluating our strategies and are interested to consider new and innovative techniques to recruit and maintain members. We are also challenged to continually improve our member benefits in the face of a national trend of declining volunteerism. We are interested to consider new strategies to recruit talented colleagues to participate in the work of the Society.

### **Types of Members**

**Active Membership** - An Active member shall be any perfusionist active in the practice of extracorporeal circulation technology. An active member in good standing shall be entitled to vote on all issues submitted to him for vote by the Board of Directors and/or the National Office and at each meeting of the membership, and shall be eligible for election to office. Active members shall pay dues as prescribed by the Board of Directors and approved by the membership. Any individual who applies for and is qualified to enter the Active category within one (1) year after graduation from an approved accredited training program, shall be considered a "transitional" active member and shall pay dues equal to 60% of

the normal active membership fee per year for the first two years, after which the dues shall be assessed at the normal active membership rate.







**Associate Membership** - An Associate member shall be a member who is involved with the clinical practice of extracorporeal technology but is not a perfusionist; or has an interest in either the society or extracorporeal technology, but who does not meet the stated criteria for any other membership category. Associate members shall pay national dues as prescribed by the Board of Directors. Associate members shall have voice but no vote and shall not be eligible for election to office.

**International Membership** - An International member shall be a member who resides outside of the United States who is either actively engaged, or interested, in the practice of extracorporeal circulation technology. International members shall pay dues as prescribed by the Board of Directors. International members shall have voice but no vote and shall not be eligible for election to office.

**Perioperative Blood Management Clinician** - – A Perioperative Blood Management Clinician member shall be a member who is actively engaged, or interested, in the practice of perioperative blood salvaging and processing. Perioperative Blood Management Clinician members shall pay national dues as prescribed by the Board of Directors. Perioperative Blood Management Clinician members shall have voice but no vote and shall not be eligible for election to office. An individual who is actively engaged in other perfusion activities shall not be eligible for this membership category.

**Student Membership** - A Student member shall be a member enrolled in an accredited program of perfusion education, approved by the Board of Directors. Students shall pay national dues as prescribed by the Board of Directors. Student members shall have voice but no vote and shall not be eligible for election to office. Student members shall pay dues one time and remain student members while actively enrolled in the perfusion education program.

## Member Benefits

-  Access to AmSECT University, a virtual web-based learning center
-  *AmSECT Today*, bi-monthly magazine, published six times per year
-  Subscription to the *Journal of ExtraCorporeal Technology*, published four times per year and widely viewed as the authority in extracorporeal technology
-  Reduced fees for all continuing medical education programs that also offer tremendous networking opportunities
-  Representation to organizations of interest to the field of perfusion such as the Accreditation Committee-Perfusion Education (AC-PE), Extracorporeal Life Support Organization (ELSO), Commission on Accreditation of Allied Health Education Programs (CAAHEP), and the Joint Commission
-  Monitoring of state and federal legislative and regulatory activities


- 🏛️ Access to educational support, scientific research, recognition of significant professional achievement through the AmSECT Foundation
- 🏛️ Providing the perfusionists in your state with the leadership necessary to enable them to form a state perfusion society to deal with state-level perfusion-related political issues
- 🏛️ Access to the online password-protected areas of the AmSECT website:
  - Renew dues online and check account balance
  - Update/change contact information
  - Access to all published articles in *JECT*
  - Find out the latest issues with legislation, malpractice and insurance
  - View *AmSECT Today* electronically
  - Online posting of job opportunities
  - Print CEU certificates online for AmSECT sponsored educational activities

### Description of Leadership Structure

- 🏛️ Board of Directors is made up of elected officers and zone directors
- 🏛️ Officers (President, President-Elect, Secretary, Treasurer) serve 2 year terms and responsibilities include:
  - President
    - Preside at all business meetings
    - Appoint non-elected chairmen of standing or special committees and subcommittees
    - With the approval of the Board of Directors, employ the services of consultants and employees and contract for other professional services
    - Attend Board of Directors meetings and participate in communications concerning business of the society
  - President-Elect
    - Preside at all meetings in absence of president
    - Assist president
    - Chairman of Strategic Planning Committee




- Assumes office of president at conclusion of term as president-elect
  - Attend Board of Directors meetings and participate in communications concerning business of the society
- Secretary
  - Give notice of and attend all meetings
  - Keep record of all proceedings
  - Attest documents
  - Attend Board of Directors meetings and participate in communications concerning business of the society
- Treasurer
  - Preside at all meetings in absence of president and president-elect
  - Chairman of finance committee
  - Attend Board of Directors meetings and participate in communications concerning business of the society

 Zone Directors (2 for each of 4 zones in the United States) serve 3 year terms and responsibilities include:

- Serve as member or chair national committee if requested
- Work to promote membership
- Promote and support the improvement of perfusion practice
- Perform tasks requested by president or Board of Directors
- Attend meetings of the Board of Directors

### **Description of Educational Conferences**

 AmSECT sponsors continuing education conferences each year. The Board of Directors selects the conference locations and venues. Meeting brochures are attached.

- AmSECT International
  - Approximately 350 delegates

## Description of Publications

- Journal of ExtraCorporeal Technology is published 4 times per year. This is a peer reviewed scientific journal indexed by the US National Library of Medicine National Health Institute.
- AmSECT Today is published 4 times per year. This is the Society newsletter.

## Scope of Services

### *Association Management*

Devise and implement management methods to increase membership, improve workflow, simplify procedures, maximize efficiency, and cost reduction and to provide exemplary customer service to the Society for its members.

Executive direction and administration include:

- Work within guidelines developed by the Board of Directors
- Coordinate planning activity
- Manage financial activity under the direction of the treasurer
- At the direction of the Executive Committee or President assist in generating and distributing documents related to the Society
- Advise and work with committees
- Custodian of all documents, records and files
- Maintain a permanent address for the society
- Maintain a separate and permanent phone, fax and e-mail address for the society
- Provide a seamless state of the art system for the membership to interact with the Society. Including meeting registration, payment of dues, purchase of educational material, donations to AmSECT or its Foundation
- Help AmSECT to show value to its membership by providing access to information, a repository for educational information and ability to network through educational conferences, perflist, position posting, and other member benefits
- Administer all business affairs on a daily basis
- Help in developing agendas and background material for meetings
- Staff Board meetings and coordinate correspondence
- Work with and assist officers in Society matters
- Communicate with Board of Directors on Society matters

- 📌 Solicit sponsorship and grants to support AmSECT. For its conferences, Foundation, and other activities
- 📌 In collaboration with the editor, develop and publish bi-monthly newsletter
- 📌 Seek and sell advertisement for the website, Journal of ExtraCorporeal Technology (JECT), and newsletter

#### *Marketing and Communication:*

- 📌 Develop innovative marketing strategies to expand perfusionist and other membership categories. Provide a dashboard to track monthly trends in membership
  - We are particularly interested in your experience and success with strategies to identify and recruit new members
- 📌 Coordinate mailings, newsletters, bulletins, web information
- 📌 Vendor recruitment and retention
- 📌 Coordinate membership, management of subscriptions, journal compliance issues, and mailing issues for the JECT
- 📌 Other action items as identified and authorized by the Board of Directors

#### *Accounting Services:*

- 📌 Coordinate all accounting activity including receivables, payables, monthly statements, budgets, collections, bank reconciliation, tax preparations and other services as required in accordance with acceptable accounting practices
- 📌 Assist treasurer in preparation of annual budget and provide other financial reports as needed.

#### *Web site:*

- 📌 Web site administrator to coordinate design, creation of updated material, and site maintenance. Assist committee in all aspects of web site productivity i.e. marketing, membership benefits, and society enhancement. Our goal is to have our website be the premiere website for the perfusion community.

#### *Technology Support:*

- Manage and merge systems for sharing software requirements for membership, desktop publishing, and other committee needs.
- Management and development of mobile applications

*Foundation:*

- Provide all administrative activities, including accounting, record keeping, and regulatory reporting for the AmSECT Foundation.

*Government Relation:*

- Coordinate and work with leadership and Government Relations Committee on policy issues, congressional meetings, position papers and other state and local and national issues having an effect on perfusionists including state licensure issues.

*Educational Conferences:*

- Manage and work with leadership, Board of Directors and committees, on all aspects of the two annual international conferences including
  - Site selection
  - Contract negotiation
  - Marketing
  - Exhibits
  - Abstracts
  - Registration
  - On-site coordination

The submitted proposal should include an estimate of costs for included services and a detailed listing of any additional expenses that will be allocated to AmSECT. The proposal should also include a history of your firm, a list of current and past clients, and a statement of how your firm will be able to help AmSECT continue to serve the perfusion professionals and profession. AmSECT desires to enter a two-year initial contract.

**Anticipated Time Line:**

1. Receipt of all proposals date: <date>
2. Initial screening of proposals by search committee deadline: <date + 1 month>
3. Due diligence by various members of the search committee on proposals to the next level deadline: <date + 2 months>
4. Presentation of one or more proposals to the Board of Directors deadline: <date + 3 months>
5. Selection and negotiation of contract specifics deadline: <date + 4 months>
6. Transition process: <date + 5-8 months>
7. Formal start date: <date + 9 months>

All questions regarding proposal should be submitted to <name>, AmSECT President-Elect via e-mail at <email address> .

All Proposals should be mailed to:

<name>  
President-Elect  
American Society of Extracorporeal Technology  
<address>

## Appendix 5 Sample Management RFP Grading Criteria

<b>Your Name</b>		
<b>Demographics</b>		
	Location of offices	
	Year of experience	
	Are they AMC Accredited?	
	Staff size	
	Number of employees dedicated to AmSECT	
	Do they manage other medical societies?	
<b>Goals of AmSECT</b>		
	How well does the proposal address the specific goals of the society? e.g. licensure support, standards, scope of practice, continuing education programs, JECT, AT	
<b>Strategic Plan</b>		
	How well does the proposal recognize the components of our current strategic plan?	
<b>Association Management</b> - How well does the proposal articulate availability of the following staff and services?:		
	Membership support services	
	Committee management	
	Board meeting support	
	Fondation management	
	Marketing and Communication	
	Accounting Services	
	Website and technology	
	Government relations	

	Educational conferences	
	Sales and sponsorship	
<b>Strategic Development - How well does the proposal articulate strategies to improve our Society in the following areas?:</b>		
	Membership retention and recruitment	
	Engaging new volunteers to participate in the work of the Society	
	Collaboration with other societies	
	Marketing key member benefits, e.g. AmSECT U	
<b>Service Fees</b>		
	What are the total annual fees?	
<b>What are the services included in these fees?</b>		
	Executive Director	
	Association manager	
	Strategic planning	
	Day-to-day operations of Society	
	Foundation Management	
	Marketing and Communication	
	Government Relations support	
	Educational Conferences	
	Sales and Sponsorship	
	Accounting Services	
	Website and Technology	
	Headquarters Infrastructure	
	Education and Professional Development	

	Member Information and Support	
	Website management	
	Typsetting and layout for publications	
	Photocopying	
<b>Transition Fees</b>		
	What are the transition fees?	
<b>Comments</b>		
	Describe your overall impression of this proposal	
	<b>Total Score</b>	
	In your opinion, should this proposal be considered in the next round?	

<b>Use the scale below to rate lines 8 through 29</b>	
<b>Points</b>	<b>Guidance</b>
<b>5</b>	Couldn't imagine a better response
<b>4</b>	Excellent, insightful response
<b>3</b>	More than adequate response
<b>2</b>	Adequate response, no special insights



<b>1</b>	Inadequate response
<b>0</b>	No response given

## Appendix 6 Calendar of Events

Routine – Bylaws, S&G review

Biennial – Strategic Planning

Biennial – P&P review

Year round – SC scholarship

Biannual (required) – Regular Board meeting

Biannual – Committee reports

Quarterly – AT newsletter

Quarterly – JECT journal

Monthly (by norm) – Other Board/Exec, ICEBP subcommittee, Membership, Ped/Congenital, Quality, Safety, Student Committee meetings

Bi-weekly – ICEBP Exec meetings

Weekly – IBBM meetings

90 day required special election following a vacancy in the Board of Directors

20 day required notice of Board special meetings

5 day required deadline for Board special meeting agendas

January – membership begins Jan 1

January – WTS results announced

January 31 – Pillar Award renewal closes

January/February – 60 day required notice of election ballots

January-March – Required notice of corporate meeting

January-March – New elected volunteer orientation

February/March – 21 day required notice of voting for proposed bylaw amendments

February – 30 day required notice of election results

Late March – Late April – Spring certification applications

March/April – mid-year Board meeting. COIs and Board advocate assignments.

March/April – International conference

March/April – required Corporate Meeting: inauguration of elected officers, membership vote for new lifetime members

April/May – 40 day required deadline for proposed bylaw amendment voting

May 5 – Gibbon surgery, Perfusion Day/Week

Mid May – Spring certification exams

May-July – Biennial Strategic Planning survey. Strategic Planning committee invitations. Preparatory review.

Early June – PWOB student scholarship opens

Early June – Mary Hartley scholarship opens

Late June – Late July – Summer certification applications

June/July - 90 day required deadline for special elections (vacancy to replace Director who is elected to Officer)

June/July – Annual budget preparatory meeting (Management/Finance Committee/Treasurer. Assess current status, outlook, and budget goals)

July/August – Committee budget requests. Draft budget development

July/August – Biennial Strategic Planning meeting

Early August – Mary Hartley scholarship closes

Early August – WTS opens

Mid August – Summer certification exams

Mid August – Leadership Symposium applications opens

Early September – PWOB student scholarship closes

Mid September –WTS closes

Mid September – Pillar Award submissions opens

Mid/late September – Leadership Symposium applications closes

Late September – Fellow of Pediatric Perfusion submissions opens

Late September – Late October – Fall certification applications

September/October – Draft budget revisions

Early October – National Award submissions opens

October – Dues renewal kickoff

October – mid-year Board meeting. Final budget review and approval. Strategic Plan review and approval.

October/November – WTS voting opens

Late October – Announcement of PWOB winner and SC recipients

Mid November – Fall certification exams

Late November – National Award submissions closes

End of November – Fellow of Pediatric Perfusion submissions closes

Early December – WTS voting closes

December - 60 day required notice of Strategic Plan Board approval

December 31 – Pillar Award submissions closes

Early December – End of February - recertifications

## Appendix 8 Abbreviations and Definitions

AABB (Association for the Advancement of Blood and Biotherapies) - An international, not-for-profit organization representing individuals and institutions involved in the fields of transfusion medicine and biotherapies. The Association works collaboratively to advance the field through the development and delivery of standards, accreditation and education programs. AABB is dedicated to its mission of improving lives by making transfusion medicine and biotherapies safe, available and effective worldwide.

AACN (American Association of Critical-Care Nurses) - a 501(c)(3) nonprofit association and the world's largest specialty nursing organization representing acute and critical care nurses.

AACP (American Academy of Cardiovascular Perfusion) – A national American perfusion society that encourages and stimulates investigation and study which will increase the knowledge of cardiovascular perfusion, to correlate and disseminate such knowledge.

AAMI (Association for the Advancement of Medical Instrumentation) - A nonprofit American organization that writes standards for medical devices and is a country (USA) member of the International Standards Organization (ISO).

AATS (American Association for Thoracic Surgery) - The world's leader in the development of cardiothoracic surgical skills that drive innovative advancements in patient care.

ABCP (American Board of Cardiovascular Perfusion) – A national certification agency that protects the public through the establishment and maintenance of standards in the field of cardiovascular perfusion using established qualifications for examination and procedures for recertification.

AC-PE (Accreditation Committee – Perfusion Education) - A Committee on Accreditation of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The mission of the AC-PE is to cooperate with CAAHEP, American Academy of Cardiovascular Perfusion, American Association for Thoracic Surgery, American Board of Cardiovascular Perfusion, American Society of Extracorporeal Technology, Perfusion Program Directors' Council, Society of Cardiovascular Anesthesiologists, and Society of Thoracic Surgeons to establish, maintain and promote appropriate standards of quality for educational programs in perfusion and to provide recognition for educational programs that meet or exceed the minimum standards outlined in the accreditation Standards and Guidelines for the Accreditation of Educational Programs in Perfusion.

Advocate - A person who speaks or writes in support or defense of a person, cause, etc.

AHA (American Hospital Association) - The national organization that represents and serves all types of hospitals and health care networks.

AHRQ (Agency for Healthcare Research and Quality) – The lead federal agency for research on health care quality, costs, outcomes and patient safety.

ANA (American Nurses Association) - The premier organization representing the interests of the nation's 4 million registered nurses.

ANCC (American Nurses Credentialing Center) - A subsidiary of the American Nurses Association that certifies and recognizes individual nurses in specialty practice areas.

ANZCP (Australian and New Zealand College of Perfusionists) - The peak body representing Certified Clinical Perfusionists in Australia and New Zealand.

CAAHEP (Commission on Accreditation of Allied Health Education Programs) – A programmatic postsecondary accrediting agency recognized by the Council for Higher Education Accreditation (CHEA).

CCAS (Congenital Cardiac Anesthesia Society) - A society, organized within the Society for Pediatric Anesthesia, which seeks to improve the perioperative care and outcomes, and facilitate technological advances in therapy for newborns, infants, and children with cardiovascular disease, congenital or acquired, and adults with congenital heart disease requiring anesthetic care

CES-A (Certified Extracorporeal Specialist – Adult) – A certification for RNs, RRTs, and other allied health professionals monitoring adult ECMO procedures and circuits.

CES-P (Certified Extracorporeal Specialist- Pediatric) – A certification for RNs, RRTs, and other allied health professionals monitoring pediatric ECMO procedures and circuits.

CMCS (Center for Medicaid and CHIP Services) – A federal agency within the United States Department of Health and Human Services (HHS) that administers the Medicare program and works in partnership with state governments to administer Medicaid, the Children's Health Insurance Program (CHIP), and health insurance portability standards

COI (Conflict of Interest) - A situation in which a person or organization is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another. Typically, this relates to situations in which the personal interest of an individual or organization might adversely affect a duty owed to make decisions for the benefit of a third party.

CSCP (Canadian Society of Clinical Perfusion) - The governing and certifying body for Cardiovascular Perfusionists in Canada

ELSO (Extracorporeal Life Support Organization) – An international nonprofit consortium of health care institutions, researchers, and industry partners that provides support to those delivering extracorporeal life support through continuing education, guidelines, original research, publications, and a comprehensive registry of extracorporeal membrane oxygenation (ECMO) patient data.

Executive session - A term for any block within an otherwise open meeting (often of a board of directors or other deliberative assembly) in which minutes are taken separately or not at all, outsiders are not present, and the contents of the discussion are treated as confidential

Ex officio – A member without any fiduciary or voting obligations who is part of a board, committee or council by virtue of holding another office.

GSCE (German Society for Cardiovascular Engineering) -

GRC (Government Relations Committee) - An AmSECT committee which oversees a proactive program that monitors state and federal legislation, lobbies in support of regulations impacting the practice of the profession, and informs, supports, and prepares the membership to effectively engage medical practice public policy issues affecting the perfusion profession and the delivery of high-quality patient care.

IBBM (International Board of Blood Management) – An AmSECT committee which strives to promote education and sound scientific principles to advance the safe and competent practice of perioperative blood management, which will lead to recognition of this specialization through examination and certification.

ICEBP (International Consortium for Evidence Based Perfusion) – A voluntary, multi-stakeholder AmSECT collaboration that seeks to advance the delivery of care and outcomes for our patients.

IHI (Institute for Healthcare Improvement) - an independent not-for-profit organization promoting health improvement by advancing the quality and value of health care.

IOM (Institute of Medicine) - The independent, nonprofit health arm of the National Academy of Sciences which works outside of government to provide unbiased and authoritative advice to decision makers and the public.

ISECT (Indian Society of Extracorporeal Technology) – The only national, professional organization representing all practicing Perfusionists in India.

JaSECT (Japanese Society for Extra-Corporeal Technology in Medicine) – The only organization in Japan that specializes in extracorporeal circulation. JaSECT works to advance and disseminate research related to extracorporeal circulation technology, thereby contributing to the improvement of academic literature and the advancement and development of medicine" as an academic organization of medical professionals involved in extracorporeal circulation.

Liaison – An intermediary who acts to arrange and assist interaction between parties.

MSTCVS-QC (Michigan Society of Thoracic and Cardiovascular Surgery Quality Collaborative) – A professional society based quality collaborative supported by Blue Cross Blue Shield of Michigan (BCBSM) and the Blue Care Network.

NIH (National Institutes of Health) - The primary agency of the United States government responsible for biomedical and public health research

Orrum Clinical Analytics – A Michigan software company which leverages technology to revolutionize patient care through the transformation of clinical data into actionable knowledge.

PBMS (Perioperative Blood Management Specialist) – A level higher than PBMT

PBMT (Perioperative Blood Management Technician) – A certification for “Autotransfusionists” or Platelet Gel/Stem Cell device operators in the operative setting; primarily, they operate the cell washers for red blood cell recovery in the perioperative setting.

PediPERForm - A congenital perfusion registry which facilitates the use of complementary databases to support quality assurance and improvement processes within the national and international congenital perfusion community.

PERForm – A registry developed at the University of Michigan and structurally embedded in the Michigan Society of Thoracic and Cardiovascular Surgery Quality Collaborative (MSTCVS-QC), which has been designed to supplement and link to a center’s cardiac surgical databases, and focuses on cardiopulmonary bypass equipment and practices in the setting of cardiac surgery.

PPDC (Perfusion Program Directors’ Council) – A council that engages in directing the education programs of allied health personnel in the science and practice of extra-corporeal technology. PPDC maintains high educational standards, thus fostering competence in perfusion graduates, by providing a forum for exchange of information on scientific/educational issues among program directors to enhance the educational process in perfusion technology and providing representation to and becoming a vehicle for the receipt of information from organizational and professional societies that have input into the perfusion profession, its education and accreditation, and providing a unified voice of expression for perfusion education program directors.

PSO (Patient Safety Organization) - A group, institution, or association that improves medical care by reducing medical errors.

RFP (Request for proposal) - A document that solicits a proposal, often made through a bidding process, by an agency or company interested in procurement of a commodity, service, or valuable asset, to potential suppliers to submit business proposals.[

Robert’s Rules of Order - A manual of parliamentary procedure, written primarily to help guide voluntary associations in their operations of governance.

SABM (Society for the Advancement of Blood Management) - The largest patient blood management organization globally, helping to inform clinicians about blood alternatives and how to reduce donor (allogeneic) blood product transfusions and exposure.

SCA (Society of Cardiovascular Anesthesiologists) – An international organization of physicians that promotes excellence in patient care through education and research in perioperative care for patients undergoing cardiothoracic and vascular procedures.

SCPS (Society of Clinical Perfusion Scientists of Great Britain and Ireland) - An elected body of experienced Clinical Perfusion Scientists from across Great Britain and Ireland. The main objectives of



the SCPS are to promote the advancement of perfusion technology and to represent the thoughts and interests of the profession.

STS (Society of Thoracic Surgeons) - A not-for-profit professional organization representing cardiothoracic surgeons, researchers, and allied health care professionals. STS is the largest cardiothoracic surgery organization in the world

# Appendix 8 Committee Report Form



**American Society of ExtraCorporeal Technology**

## **Committee Report for Board of Directors Month Year**

**Please return this report to [sarahe@ewald.com](mailto:sarahe@ewald.com) AND to your Board Advocate and Staff Liaison. Attach additional pages as necessary.**

- Information Report (Informational Only)
- Action Report (Action requested by Board)

**Information**

Name of Committee/Task Force/Liaison Org:

Submitted by:

Date:

Chair:

Identified successor:

Members:

Mission:

Accomplishments:

Meeting cadence:

Accepts new members:

Accepts student members:

Stipulations:

Currently accepting new members:

Responsibilities	Stoplight*

Goals	

\*Green: on track Yellow: in progress Red: behind

Last/recent presentation(s) to membership:

Committee discussion and actions taken in the last 6 months:

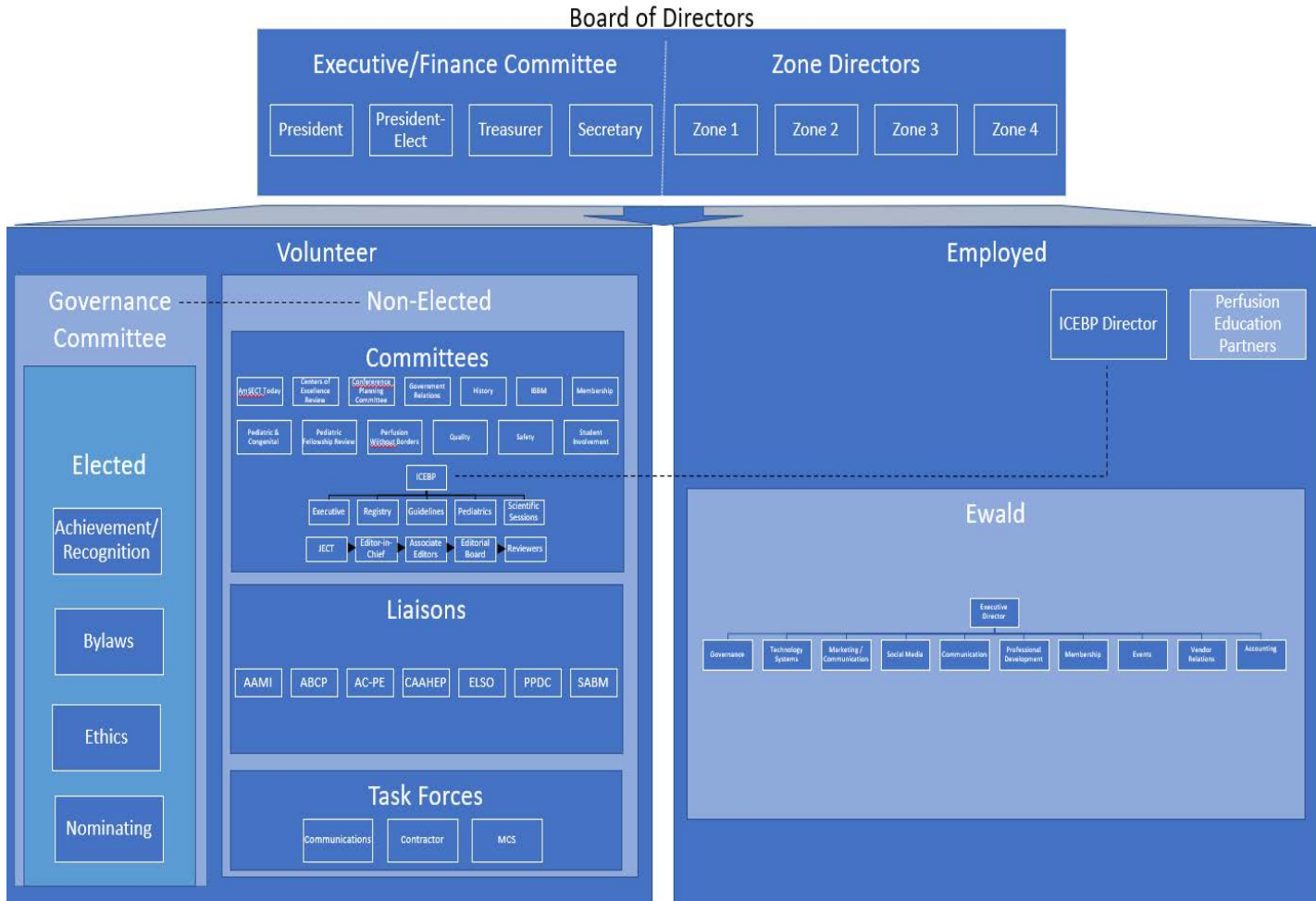
Metrics	Attained (y/n)

**Board Action**

Request for Board action:

Budget Implications:

# Appendix 9 – Organizational Chart





### AmSECT Committee/Taskforce Liaison Listing

<b>Committee</b>	<b>Committee Chair</b>	<b>Committee Chair Email</b>	<b>Board Advocate</b>	<b>Board Advocate Email</b>	<b>Staff Liaison</b>	<b>Staff Liaison Email</b>
Achievement Recognition						
AmSECToday						
Bylaw						
Centers for Excellence						
Ethics						
Government Relations						
History						
IBBM						
ICEBP						
International Conference						
JECT Editorial Board						
JECT Reviewers						
Leadership Symposium						
Mechanical Circulatory Support						
Membership						
Nominating						
Pediatric & Congenital						
Pediatric Fellows						
Perfusion Without Borders						
Quality						
Safety						
Student Involvement						
<b>Taskforce</b>			<b>Board Liaison</b>	<b>Board Email</b>	<b>Staff Liaison</b>	<b>Staff Email</b>
Communications						
Contractor						
<b>Other Groups</b>			<b>Board Liaison</b>	<b>Board Email</b>	<b>Staff Liaison</b>	<b>Staff Email</b>
AmSECT U						
Foundation						
PERForm						
<b>Liaisons</b>			<b>Board Liaison</b>	<b>Board Email</b>	<b>Staff Liaison</b>	<b>Staff Email</b>
AABB						
AACP						
AAMI						
ABCP						
AC-PE						
CAAHEP						
ELSO						
PPCD						
SABM						