

AMERICAN SOCIETY FOR BLOOD AND MARROW TRANSPLANTATION (ASBMT)
ADMINISTRATIVE DIRECTOR SPECIAL INTEREST GROUP (SIG)

STAFFING WORKGROUP

I. PURPOSE

The ASBMT Administrative Director SIG "SIG" Staffing Workgroup supports the SIG Steering Committee to promote discussions and provide resources for transplant center staffing-related activities, measurement and reporting.

II. DUTIES

- a. Develop and maintain current benchmarks and other appropriate and relevant resource recommendations for transplant center staffing resources on the SIG web page.
- b. Make content recommendations to the Administrative Director SIG Steering Committee for ASBMT Tandem meeting program related to staffing models, staffing resource questions, staffing analytic tools, regulatory impact on staffing and other related issues that reflect SIG membership interests.
- c. Manage or participate in special projects as requested by ASBMT and/or SIG leadership.
- d. Report Activities to the Administrative Director SIG Steering Committee
 - i. Provide monthly status report
 - ii. Develop year-end report

III. WORKGROUP MEMBERSHIP

- a. Members should represent a broad cross-section of the hematopoietic stem cell transplant community.
- b. Members are determined by the Administrative Director SIG Steering Committee. SIG members who are interested in participation should speak with a SIG Steering Committee member.
- c. Workgroup shall comprise not less than four nor more than eight members. The target new member rotation is 50% every two years.
- d. The workgroup shall operate with a chair, chair-elect, and at least two, but not greater than six open members.
- e. There will be a SIG Steering Committee member on the workgroup.
- f. The workgroup chair is elected by the membership of the workgroup through a simple majority vote. All members of the workgroup are considered to have voting rights.
- g. Terms will begin and end at the close of the ASBMT/Tandem annual meetings.

IV. MEMBER RESPONSIBILITIES

- a. Attend workgroup conference calls
- b. Complete committee assignments