ASBMT NP/PA Special Interest Group

Charter

# Purpose

The NP/PA Special Interest Group (SIG) provides a forum for the exchange of ideas and information among mid-level practitioners and for promotion of their role in the field of blood and marrow transplantation.

## **Membership**

Membership in the NP/PA SIG is open to any ASBMT member. It is expected that those most likely to join will be physician assistants and nurse practitioners who are credentialed and privileged to provide clinical care and who are Affiliate Members of the Society.

# Steering Committee

The SIG will have a Steering Committee, in accordance with the ASBMT Bylaws.

# Membership

* 1. ***Number of members:* Not less than three and no more than nine members.**

# *Term Length:* Three-year terms with the exception to the Chair. This term will be one year as chair elect, one year chair and one year post chair. Maybe re-appointed.

# *Overlap of terms:* Terms of members will overlap. Members will rotate off in a manner that allows continuity.

# *Term Start/Stop:* Terms will begin and end at the ASBMT annual meetings.

# *Composition:* Steering Committee members must be members of the SIG.

Diverse representation is preferred: geographic, areas of expertise, size of program and type of program (i.e. community-based, academic medical center; adult and pediatric programs).

Members should be in a clinical and/or administrative role as an APP. Excluded from Steering Committee appointment are consultants and/or representatives from industry (payers, vendors, pharmaceutical firms).

1. **Leadership**
   1. The leadership of the Steering Committee will be a Chair, Chair-Elect and Immediate-Past Chair
   2. Term of chair: One year. May be reappointed.
   3. Term of past chair: One year.
2. **Member Responsibilities**
   1. Attend Steering Committee conference calls.
   2. Serve as Steering Committee liaison to SIG working committees and ASBMT committees and routinely report back to SIG on work of those committees.
   3. Complete committee assignments.
   4. Actively engage NP/PA SIG members in communication of SIG activities and engage with SIG members regarding updates on Steering Committee and Working Committee activities.
3. **Membership Selection Process**
   1. *Nominating Committee.* Appointments to the Steering Committee will be nominated by a Nominating Committee comprised of the current chair, past chair and chair-elect of the Steering Committee. The Nominating Committee may prepare a questionnaire to be completed by candidates for appointment. The review of candidates will be in October-November each year.
   2. *Candidates.* SIG members interested in appointment to the Steering Committee may submit to the chair of the Nominating Committee by October 1 (1) a letter or e-mail expressing that interest and (2) a completed candidate questionnaire. The Nominating Committee also may contact SIG members directly to recruit candidates for appointment to the Steering Committee.
   3. *Re-appointments*. Current Steering Committee members interested in re-appointment also should notify the Nominating Committee by October 1.
   4. *Nominations.*  The Nominating Committee by the end of November will communicate their selected nominees to the NP/PA Steering Committee through the Executive Director to the ASBMT President.
4. **Working Committees**
   1. Working Committees may be appointed by the Steering Committee to accomplish work of the SIG. These committees shall be evaluated by the Steering Committee annually. Members of these committees must be members of the Administrative Director’s SIG. Membership on these committees will be determined by the Steering Committee.
   2. At least one member of the Steering Committee will serve as a liaison to each Working Committee and report activities back to the Steering Committee.
5. **Liaisons to ASBMT Committees**
   1. **S**teering Committee members may be liaisons to ASBMT Committees and as such are expected to report those activities back to the Steering Committee. The Steering Committee may be requested by the ASBMT Executive Director to recommend a member to an ASBMT Committee. The Steering Committee may recommend a non-steering committee member to participate on an ASBMT Committee due to their expertise, interest, or capacity. Non-steering committee SIG members in an ASBMT Committee liaison role will be expected to report back to the Steering Committee about the activities of the ASBMT Committee.
6. R**eports to the Board of Directors**
   1. The Chair of the SIG Steering Committee will submit a report of its activities to the annual meeting of the ASBMT Board of Directors and to additional meetings as needed or as requested by the Board.