

## LA AAP Committees

### Purpose

LA AAP depends on the active participation of its members to accomplish the Chapter's objectives. One of the most important areas of service is through membership on committees. By carefully recruiting volunteers with interests in each committee's mandate, LA AAP can leverage its human resources to achieve the best results. As members become more engaged through this service, overall membership and engagement in LA AAP will grow.

Committees will be expected to report their work to the full Executive Committee on a regular basis and to make recommendations to the Executive Committee for action. These recommendations should be made by a member of the committee in the form of a motion at a full Executive Committee meeting.

The LA AAP Executive Committee will annually review the work of each committee and determine which committees will be reappointed and which will be abandoned as no longer necessary.

LA AAP members will be encouraged to join any committee according to their personal interests. The Executive Committee shall agree on the members needed for each committee. It is the responsibility of each committee to appoint a chairperson for their committee. If they are unable to come to an agreement, the Chapter President will appoint the chairperson. That chairperson or their designee will be responsible for submitting reports and requests to the full Executive Committee.

An Executive Committee member will serve as a voting member on each committee. LA AAP staff will serve as non-voting members of each committee and will provide support services outlined in the LA AAP Chapter Manual.

LA AAP Committees are as follows:

- Executive Committee
- Nominating Committee
- Education Committee
- Membership Committee
- State Government Affairs Committee
- Social Media/Public Relations Committee

## Committee Report

1. Committee Name:
2. Your name and position:
3. Your contact information and best way to reach you:
4. Other subcommittee members contributing to report:
5. Type of report:
  - Reporting/updating
  - Recommending Executive Committee action
  - Recommending policy change(s)
6. Statement on issues / areas of reporting for your subcommittee:
7. Background information and possible impact of issue/area, e.g., why is it an issue for LA AAP members' consideration? Will funding, staff utilization, services or facilities changes be necessary?
8. Recommendation for Executive Committee action, if any [state in the form of (a) motion(s) to be acted upon by the full Executive Committee]:

# Executive Committee

## Purpose

The Executive Committee is elected by the LA AAP membership and is established as the authority to operate LA AAP in accordance with its bylaws and policies. LA AAP business will be conducted in accordance with the laws of the state of Louisiana, the corporation's Articles of Incorporation, bylaws, Executive Committee policies and generally accepted business practices that will accomplish the LA AAP mission. Executive Committee members direct all activities of LA AAP.

## Structure

- Standing Committee
- Elected members
  - o President
  - o Vice President
  - o Secretary/Treasurer
  - o Early Career Physician
  - o At-Large Members (2)
  - o Immediate Past President

Members are elected to two-year terms. Members may serve no more than two consecutive terms and then may not be elected for another term until he/she has been off the Executive Committee for at least one year.

## Member Expectations

- Support LA AAP's mission
- Attend and actively participate in all of the Executive Committee's meetings and notify the President or Executive Director of anticipated absence
- When absent from a meeting, review minutes and results of the missed meeting
- Be prepared to participate fully in Executive Committee and committee meetings
- Serve actively on committee(s) if requested
- Support and act in concert with all official actions taken and policies and resolutions adopted by the Executive Committee
- Clearly indicate when a personal opinion or position differs from the official position taken on an issue by the LA AAP Executive Committee.
- Represent membership and be attuned and responsive to members' needs/opinions.

## Committee expectations include but are not limited to:

- The President will serve as chairperson for this committee
- Have regular conference calls/meetings

- Responsible for setting the Chapter's agenda, such as discussing Chapter business, bringing motions to the committee and deciding future action.

# Nominating Committee

## Purpose

The Nominating Committee will identify and nominate candidates to replace Executive Committee members as they leave office in accordance with current bylaws. The committee should create a broad representative of the community that will offer diverse perspectives to the Executive Committee's decisions.

## Structure

- Standing Committee
- One Executive Committee member
- Three Fellows appointed by the Chapter president and approved by the Executive Committee
- The term of office shall be for four years and no one may succeed him/herself. Individuals wishing to serve in this capacity again must be off the committee at least one year before becoming eligible for appointment again.

## Member Expectations

The Nominating Committee shall foster Executive Committee development and be responsible for improving the operations of the LA AAP Executive Committee.

- Be active during all meetings (alert chair of anticipated absence)
- Maintain a file of potential Executive Committee candidates
- Maintain ongoing recruitment plan that can fill Executive Committee vacancies with a well-qualified candidate and with minimal disruption to the Executive Committee's work
- Meet with prospective Executive Committee candidates
- Prepare a slate of candidates for all positions that will be vacant prior to July 1 of an Executive Committee election year.

## Committee expectations include but are not limited to:

- The committee members will name a Chair. If they are unable to come to an agreement, the Chapter President will appoint the Chair.
- Have conference calls/meetings regularly in order to accomplish the goals of the committee

# Membership Committee

## Purpose

The Membership Committee will promote the benefits of an LA AAP membership and will assist with active recruitment and retention of members.

## Structure

- Standing Committee
- An Executive Committee member
- Minimum of four LA AAP members
- In order to provide different perspectives and stimulate discussion, membership should seek diversity in region, ethnicity, gender, and career stages.

## Member Expectations

- Be active during all meetings (alert chair of anticipated absence)
- Stay connected with residency programs in respective area
- Contact members/ prospective members when requested

## Committee expectations include but are not limited to:

- The committee members will name a Chair. If they are unable to come to an agreement, the Chapter President will appoint the Chair.
- Have conference calls/meetings regularly in order to accomplish the goals of the committee
- Set goals and develop plans for recruitment and retention
- Develop membership marketing plan
- Work to gauge member satisfaction and identifying areas needing improvement

# Education Committee

## Purpose

The Education Committee's primary role is to assist in identifying and developing content for the annual Potpourri. Additionally, the committee may be asked to assist with other educational events as opportunities become available.

## Structure

- Standing Committee
- Executive Director and staff
- Representative from Woman's Foundation
- Three LA AAP members

## Member Expectations

- Be active during all meetings (alert chair of anticipated absence)
- Identify and contact potential speakers
- Identity and contact potential exhibitors/sponsors
- Other duties agreed upon by the committee

## Committee expectations include but are not limited to:

- The committee members will name a Chair. If they are unable to come to an agreement, the Chapter President will appoint the Chair.
- Have conference calls/meetings regularly in order to accomplish the goals of the committee

# State Government Affairs Committee

## Purpose

Provide guidance on policy and legislative matters impacting pediatrics in Louisiana.

## Structure

- Standing Committee
- At least one Executive Committee member
- At least four LA AAP Chapter members
- Membership should seek diversity in region, ethnicity, gender, and career stages.
- LA AAP contracted lobbyist
- Other experts/ non-members may be added to the committee as non-voting members with consensus from the voting members

## Member Expectations

- Be active during all meetings (alert chair of anticipated absence)
- Correspond regularly with entire group
- Stay informed on relevant matters
- Communicate with medical colleagues to identify pressing issues
- Relay concerns to the group and promote discussion
- Be available for interviews/testimony during legislative committee meetings
- Promote legislative agenda

## Committee expectations include but are not limited to:

- The committee members will name a Chair. If they are unable to come to an agreement, the Chapter President will appoint the Chair.
- Have conference calls/meetings regularly in order to accomplish the goals of the committee
- Seek input and collaboration with other healthcare professional organizations
- As requested, review and provide feedback on pending policy/legislation
- Work with Chapter lobbyist to develop legislative agenda



## **Social Media / Public Relations Committee**

### **Purpose**

The purpose of the Social Media/Public Relation Committee is to increase LA AAP's visibility in the community and engage members using a variety of platforms. Through social media and strategic communications, LA AAP will strengthen its role as a trusted resource for information.

### **Structure**

- The Executive Director and staff
- At least one member of Executive Committee
- Two to three LA AAP members
- All members will be given "editor" privileges and will have administrative access to social media accounts
- The Executive Director and staff have posting privileges
- Committee members may make recommendations for content

### **Member Expectations**

- Be active during all meetings (alert chair of anticipated absence)
- Communicate through conference calls when necessary to report on recent social media and public relations activities
- Be responsive to all communication: emails, calls, etc.
- Be active during conversation by sharing opinions and suggestions
- Follow LA AAP's Facebook and Twitter accounts to stay informed of the content and engagement from followers

### **Committee expectations include but are not limited to:**

- The committee members will name a Chair. If they are unable to come to an agreement, the Chapter President will appoint the Chair.
- Have conference calls/meetings regularly in order to accomplish the goals of the committee