

## Society of Hospital Medicine Committee Roles and Responsibilities

### Chair

- With assistance from staff, coordinate meeting dates, develop the agenda and lead committee meetings.
- Review and approve committee meeting minutes prior to distribution.
- Assign responsibilities for committee members.
- Set deadlines for completion of committee activities.
- Work with staff to ensure committee work is being completed between meetings.
- Review and approve committee updates/reports to Board of Directors.
- Present reports and recommendations to the Board of Directors.
- Communicate to the committee on actions and decisions of the Board of Directors.
- Where appropriate, lead the committee in recommending policies, products, or services that are aligned with the mission and will advance the goals of the Society.
- Focus on the best interests of the committee and the Society rather than personal interests.
- Disclose real or perceived conflict of interests.

### Committee Members

- Attend and participate in all committee meetings and teleconferences.
- Prepare for meetings by reviewing agenda and reading any background materials.
- Actively participate in committee conversations and work assignments in between meetings.
- Complete all assignments in a timely fashion.
- Work towards completing the committee goals.
- Focus on the best interests of the committee and the Society rather than personal interests.
- Disclose real or perceived conflict of interests.

### Staff Liaison

- Provide Orientation to the Committee Chair.
- Assist the committee chair in orientation for new members.
- Develop agendas in collaboration with the committee chair.
- Provide administrative support to the chair for planning and executing meetings.
- Draft reports and meeting minutes – Final approval should come from the committee chair.

- Follow up in between meetings with chair and committee members to ensure action items and goals are being met.
- Be the conduit for communication between committee chair and members and the Director of Governance and Operations for requests and action for the CEO and board of directors.
- Report back to the committee chair and members on direction and decisions from the board of directors that relates to the work of the committee.
- When appropriate assist the committee in proposal of new resources, services, events or products that will benefit the organization and is in line with the Society's mission and goals.
- Ensure all committee work is in line with the Society's mission and goals.

#### Board Liaison

- Serve as a leadership resource to the committee chair, members, and staff liaison.
- Serve as a conduit for communication between the committee and the board of directors.
- Advise committee on when to present an agenda item, interim report or seek specific direction from the board of directors.
- Regularly attend committee meetings.