Nursing Professional Advisory Committee
Sub-Committee Operating Procedures

Summary: The purpose of this document is to provide standardized subcommittee operating procedures to ensure transparency, equity, and standardization across all NPAC sub-committees, in addition to providing clear guidance to sub-committee members and co-chairs.

Supporting documents: N-PAC Bylaws, N-PAC Charter

Committee Size:

- Each subcommittee may have a varying number of members in order to achieve the amount of work and goals to be successfully accomplished within the subcommittee. The co-chairs will be responsible for designating the appropriate subcommittee membership minimum limit.
- However, the number of members within each subcommittee may not exceed 20 or more members at one time. An exception can be made by submitting a request for additional members to the N-PAC Chair.
- Committee co-chairs are not included on the 20 member limitation.

Committee Appointments:

- All N-PAC subcommittee co-chairs will send subcommittee vacancy information, co-chairs contact information, and the requirements for officer participation on a subcommittee to the N-PAC communications sub-committee by August 31st of each year and throughout the year if necessary. The communications sub-committee will send an annual email announcement to the nursing list-serve indicating subcommittee vacancies, co-chairs contact information, and the requirements for officer participation on a subcommittee. Officers will be responsible for contacting the appropriate sub-committee co-chairs in order to apply for membership on a sub-committee.
- Officers will not be permitted to serve on more than one subcommittee at any given time. *The co-chairs of the subcommittee are exempt from the one sub-committee limitation.*
- The subcommittee co-chairs will be responsible for sending the [NPAC developed/approved] standard letter indicating the officer has been selected to serve on the subcommittee.
- All junior officers interested in serving on the subcommittees should be encouraged to do so. Every attempt should be made to encourage a wide variety of geographic locations, agencies, specialties, and rank so there is cross-representation in each subcommittee.

Term Limits:
- Subcommittees will not have a term limit at this time. This item will be re-evaluated in one year (November 2014).

Membership:

Attendance:
> The following minimum standards are required for Active Membership by each member in a sub-committee. Those individuals who meet this standard are defined as Active Members.
>> Attending at least half of the eligible meetings since joining the subcommittee
>> Active participation in at least one project annually
>> Active comment and discussion during subcommittee and/or working group meetings

- Transitioning of Subcommittee co-chairs
  > In order to establish effective incoming orientation, the following transitioning guidelines and responsibilities are required by the outgoing NPAC subcommittee co-chair to transfer his or her subcommittee activity work and goals to the incoming NPAC subcommittee co-chair.
  >> Emphasize the importance of the position (Subcommittee members will look for ideas, leadership, and support from the Chairpersons)
  >> Fully explain the duties and responsibilities
  >> Review the Committee's mission and objectives
  >> Review and establish the parameters of committee activity and authority
  >> Review N-PAC by-laws, policies, practices, and procedures for subcommittees
  >> Review past accomplishments and current work of the Subcommittee
  >> Review the assignments of Subcommittee members
  >> Review the criteria used for accepting new Subcommittee members
  >> Identify available junior officers
  >> Provide the attendance roster, at a minimum of previous year and quarterly written reports and other pertinent documents that describe the work of the Subcommittee
  >> The outgoing co-chair should participate in one overlapping meeting with new chairs, to assist with transition.
  >> Complete and review with incoming co-chair the end of FY subcommittee report
  >> Submit FY report to NPAC chairperson

- Choosing a Co-chair:
  > The NPAC member Sub-committee Co-chair shall have a Co-chair selected to work with the members of the sub-committee and the NPAC. Preference should be given to current subcommittee members who demonstrate leadership and the commitment to take on this new role. It is essential that an outgoing subcommittee co-chair mentor and assist with a smooth transition for the incoming co-chair. The outgoing co-chair should continue to be involved with the subcommittee for a period of time and remain as a consultant to the incoming co-chair.

  > If there are no candidates for co-chair from within the subcommittee, the NPAC member sub-committee co-chair may:
  >> 1. Send a request through the nursing list serve announcing the subcommittee co-chair position, the committee goals and responsibilities, duties of the co-chair role and subcommittee contact information for candidates to apply.
  >> 2. Interested candidates should send their CV and a cover letter stating:
  >>> - Name, rank, agency and PHS number.
  >>> - A summary of why they would should be selected for the position and their current and past leadership roles.

The co-chair, once selected, will be appointed to the role by the NPAC Chairperson and receive an appointment letter for placement in their OPF.

1. The Sub-Committee Co-chair and the NPAC Member Co-chair are required to follow the same active participation requirements as leaders in the subcommittee.
2. The Subcommittee co-chair and the NPAC voting member co-chair are required to follow the same active participation requirements as leaders in the subcommittee.

- New Members

  Each new subcommittee member will receive a new member orientation from the subcommittee co-chairs or appointed subcommittee member. This orientation will include list and contact information of active subcommittee members, subcommittee FY goals, roles, responsibilities, and functions (the minimum criteria for maintenance of active membership as outlined in this document), committee work, meeting dates and times and any other information the subcommittee co-chairs believes is pertinent to the orientation.

- Absenteeism Policy

  Subcommittee active members should inform the co-chairs (when applicable) if they will be unavailable to make a monthly meeting. To maintain their active membership, Subcommittee members need to attend at least half of the eligible meetings since joining the committee.

  A review to determine attendance shall occur at least twice a year in January and July, to determine absenteeism rates of active members.

  These guidelines are intended to encourage at least 50% attendance at meetings. However, it is recognized that there may be individual cases which warrant special consideration (e.g., weekly scheduling conflict), where an Officer is not able to make that percentage but substantially contributes to the Committee. Therefore, the co-chairs reserve the right for utilizing appropriate discretion in determining whether or not an individual Officer should be recognized as an Active Member.

Active Participation:

- Active Members shall be differentiated from observers in attendance rosters and in correspondence with the NPAC Chairperson and NPAC committee for the purposes of acknowledging their contributions to the NPAC/Nursing Category. The Active Membership roster will be updated on the website at least twice a year.

- Active Members: Subcommittee members who maintain the minimum standards for active membership will be acknowledged through the following methods:
  - A written letter of appreciation/membership signed by the Subcommittee co-chairs suitable for inclusion in the Officers OPF every 3 years or at the end of the officer's term.
  - The co-chairs may nominate a committee member for a certificate of appreciation or a chief nurse officer award based on the individuals work and impact of the officers contributions towards the goals and objectives of the sub-committee.
  - Eligibility for the letter, certificate of appreciation and/or CNO award will be determined each July.
  - Public display of an "Active Membership" roster on the Nursing Category website.
  - Eligibility for inclusion on the roster and website shall be determined at a minimum of twice a year but can be as frequent as each month, depending on time constraints.
  - Observers are not eligible for inclusion on this list
  - Approval to list membership role with Subcommittee on official CV as "Active Member"

- Observers: Observers are nurses who are interested in learning more about a particular sub-committee but are not ready to commit to sub-committee membership. Those individuals who would like to become 'observers' should contact the co-chairs of the sub-committee of interest and request permission to become observers on that particular subcommittee; the decision will be made by the co-chairs. Observers do not have the Subcommittee's approval to list their membership in the NPAC Subcommittee roster as anything other than "Observers". They shall not be granted a Letter of Appreciation suitable for inclusion in their OPF nor will they be acknowledged as an Active Member on the NPAC Subcommittee roster or webpage.

Committee Goals:

- The Subcommittee co-chairs are responsible for developing annual goals and objectives in conjunction with the subcommittee members to support the N-PAC strategic plan. These goals and objectives should be aligned to the respective N-PAC mission and goals as described in the N-PAC strategic plan, charter and by-laws. (Subcommittee goals should be shared and reviewed with subcommittee members).

Sub-committee Meeting Minutes:

- Each Subcommittee will utilize the [NPAC approved standardized format- refer to appendix A] for meeting agenda and meeting minutes. The standard format must include the use of Action Items.
- It is the responsibility of the co-chairs to ensure that meetings or activities are recorded. Each Subcommittee co-chair can determine who may be responsible for recording the minutes.
- Meeting minutes will be posted to the PHS Nursing website.

Quarterly Written and Verbal Report at the NPAC Meeting:
Report to NPAC for Minutes:

- Subcommittees will be assigned quarterly due dates for the written and verbal reports.
- Subcommittees will be required to verbally report on their sub-committee activities at the NPAC General Membership Meetings based on the assigned quarterly schedule.
- Quarterly written reports will be prepared by each Subcommittee and sent to the NPAC Secretary prior to the NPAC General Membership Meeting based on the assigned quarterly schedule. Refer to appendix B for template.
- Monthly reports to the NPAC will not be required.

Annual Report to the NPAC:

- Subcommittees shall utilize the NPAC approved template, (refer to appendix C) for submission of the Annual Report to the NPAC Chairperson and Committee by August 30th each year, one month before the end of the fiscal year.

Approved by vote: NPAC Business Meeting February 7, 2014

Appendix A

DEPARTMENT OF HEALTH & HUMAN SERVICES

Nurse Professional Advisory Sub-Committee Meeting Minutes

XXX SUB-COMMITTEE
Date

<u>**Members Attendance**</u>

<u>**Members Excused**</u>

    I. Introduction of Members Attending and Approval of Minutes

    II. Report from the Sub-committee Co-Chair

    III. Old Business
                o Follow-up issues from last meeting
                o Action Items

    IV. New Business
        Report From Sub-committee Work Groups
           o Update
           o Issues
           o Action Items

    V. Round Robin

Minutes: Officer name and contact information

Appendix B

DEPARTMENT OF HEALTH & HUMAN SERVICES

Nurse Professional Advisory Sub-Committee

XXX SUB-COMMITTEE
Quarterly Report (designate which quarter)

Date Submitted

I. FY XXX (current FY year) XXX Sub-Committee Goals

II. XXX Committees and Projects (List working groups of XXX sub-committee and projects)
Working Group:

Completed project. Objectives. Specific activities. Timeline of work (days, weeks. months). Primary and secondary contributors.

Ongoing projects
• Name of project. Objectives. Specific activities. Timeline of work. Target date of completion; indicate status (on schedule, ahead of schedule, behind schedule). Primary and secondary contributors.

III. XXX Sub-Committee Issues

Submitted by,
Chairperson name(s)

Appendix C

DEPARTMENT OF HEALTH & HUMAN SERVICES

Nurse Professional Advisory Committee
XXX SUB-COMMITTEE
Annual Report FY

Date Submitted

I. FY XXX (current FY) XXX Sub-Committee Goals and Issues

- Chair and Co-chair (if applicable)
- # Members on Committee
- Objectives of subcommittee
- Impact Highlights from Strategic Goals for FY (current FY) (from NPAC strategic plan or
    other Sub-Committee Planning):
    - Participate in activities related to…
    - Identify resources …
    - Develop resources …
    - Train…
    - Establish partners with…
    - Expand knowledge of…
    - Committee member participation defined as…

II. FY XXX (Current FY) XXX Sub-Committee Projects

Projects completed for FY (current FY).
- Name of project. Objectives. Specific activities. Timeline of work (days, weeks. months).
    Primary and secondary contributors. Outcome (if necessary)

Ongoing projects in FY (current or following FY)
- Name of project. Objectives. Specific activities. Timeline of work. Anticipated completion.
    Primary and secondary contributors.

Outstanding projects
- Name of project. Timeline of work. Objectives. Specific activities. Specific gaps
    contributing to time delays/incompletion. Specify current status: target date of
    completion indicate status (on schedule, ahead of schedule, behind schedule), need for
    restructuring, need for additional resources, unrealistic goal. Primary and secondary
    contributors.

III. FY XXX (next FY) Sub-Committee Projects

Projects recommended for FY (next FY).
Ongoing projects. Estimated completion.
New/Proposed projects/issues to be considered

Submitted by,

Chairperson name(s)