



COMMITTEE & COUNCIL ROLES, RESPONSIBILITIES & TIMELINES

Committees & Councils play an integral role in SCAI fulfilling its mission and implementing its strategic plan. Committees & Councils support all six pillars of the Strategic Plan and therefore must be well structured and organized to effectively achieve SCAI's goals. The current document will provide an updated governance structure and provide council and committee members:

- 1) Understanding about the roles, authority and decision-making processes
- 2) Clarity regarding committee expectations
- 3) Optimal communication between committees/councils, leadership and staff
- 4) Ability to evaluate programmatic value and recognize achievement

The goal is for this structure to optimize council and committee members' satisfaction for time and effort spent on behalf of SCAI.

SCAI Clinical Interest Councils (CIC) and Committees

The following is a brief overview and description of the organizational structure of SCAI Committees and Clinical Interest Councils. The mission and goals of each entity are summarized below. The basic underlying premise is that Councils function to serve the interest – and address SCAI members' issues – in all of the various professional/clinical content areas relevant to SCAI members and the Society at large (i.e. Congenital, Ischemic, Structural and Vascular Disease). Councils address content areas, serve a strategic and visionary role. Councils are comprised of a Chair & Co-Chair with voting members, and a Board and staff liaison.

Clinical Interest Councils and relevant committees such as Advocacy, Communications, Membership, Education, Annual Meeting, International, Quality Improvement and Publications will communicate activities through a Coordination mechanism. Councils should plan on having monthly conference calls and face-to-face meetings at SCAI's annual scientific sessions. The role of the Councils will be to identify needs in their expert content area for which SCAI may be able to provide value to members, patients, and the field in general. During their meetings, they will discuss current issues and identify possible ideas to address/fulfill these needs sharing that information with appropriate committees. Additionally, they are responsible for webinar content, virtual cases over cocktails and council section website content. When a committee is developing an activity around a specific clinical interest area, the committee will engage the relevant Clinical Interest Council to identify experts to serve in various roles and as resources, and thus collaborate. Appointment process & structure for CICs is the same as that for Committees (described below).

Committees

SCAI's Committees are aligned to support the Pillars of the Strategic Plan. They are structured and organized around programs and departments of the organization and serve the function of developing and overseeing the implementation of tactical activities. Committees are comprised of a Chair & Co-Chair with voting members, a Board and staff liaison.

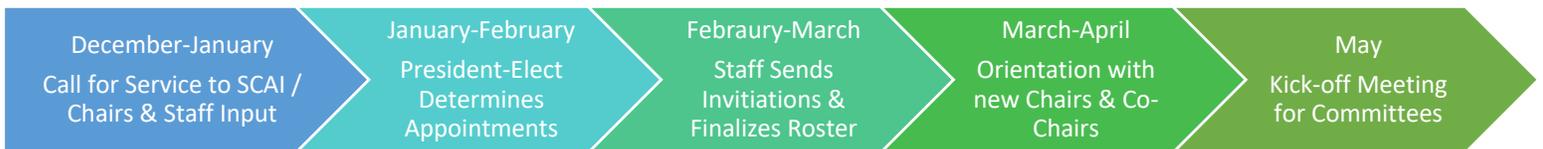
Pathway to Council and Committee Involvement

All committees will continue to encourage SCAI members to join. There is a structured process to allow for increased engagement among full membership, hopefully clarifying and removing barriers to entry. SCAI makes every effort to create balanced, equitable and inclusive committees and councils.

A Call for Service to SCAI is sent to all SCAI members. The call remains open for approximately a month. Members can self-nominate and are included in a list of candidates shared with the President-Elect. Additionally, the President-Elect and SCAI staff work with committee Chairs and Co-Chairs to identify current members to potentially reappoint, members who have not been as engaged, and new ideas for prospective members. Recommendations are included in the list of prospects and identified accordingly. The President-Elect receives a roster of all committees, open positions and prospects.

The President-Elect (with staff support) fills all open positions and makes other appropriate changes to committees using Chairs’ input along with the applications received. Recommendations are submitted to the Board of Trustees for further input and comment. Once approved by the Board of Trustees, the Governance Assistant sends out all formal invitations with information about the committee and expectations. A letter to all council and committee members who were not selected for appointments is also sent, offering alternative opportunities to remain engaged with the organization during the year and encourage submission for consideration in the following year. Additionally, the application will remain on the website throughout the year for anyone who missed the cycle but appointments are only be made once a year.

The process begins in December and concludes in March/April, giving time for notifications to committee members to attend the kick-off meeting at SCAI’s Annual Meeting.



Individual Committee and Clinical Interest Councils Structure

It is intended for members to serve on no more than 1-2 committees or CICs at a time unless there is specific reason. Additionally, Board Members should not serve as Committee or CIC Chairs or Co-Chairs unless there is a specific reason.

Length of Terms & Expectations

All terms will begin and end at beginning of SCAI’s Annual Conference. The Chair will serve for two years with a third, post-Chair year serving on the Committee for continuity. The Co-Chair may potentially be appointed into the position of Chair when the predecessor concludes his/her term, at the discretion of the President-Elect and BOT. All other members will be voting members. Members of the committee will serve three-year terms with the option for a second term (but not more). Member terms should be staggered to ensure continuity.

Committee members will be expected to participate in a majority of meetings and conference calls and be an active contributor to the committee's work. If, at the end of a given year, a member has been unable to fulfill this commitment, he/she will not be reappointed. Should the situation change in the future and he/she is able to commit their time again, he/she will be eligible for reconsideration.

Committee Responsibilities

Committees are responsible for developing the concepts and content for value-based programs serving SCAI members. Each committee will receive charges in May that will offer some guidance in planning for the coming year's activities. **NOTE: Annual Meeting Committee has different responsibilities, budget cycle and timeline described in a separate section below.**

- Beginning at the face-to-face meeting in May, committees will develop goals and tactical implementation plans using the provided form. Staff will help research support data including financial requirements for the plan.
- Work to implement pre-determined goals throughout the year.

Identified Committees and Councils are expected to report back to the Board quarterly on progress toward goals. Additionally, it is an opportunity to formally ask for any reviews or approvals that require Board decisions.

New Committee Chairs & Members – What to Do

New committee Chairs & Co-Chairs will be invited to participate in an orientation conference call with the President-Elect. This orientation will review primary responsibilities, policies and answer any questions.

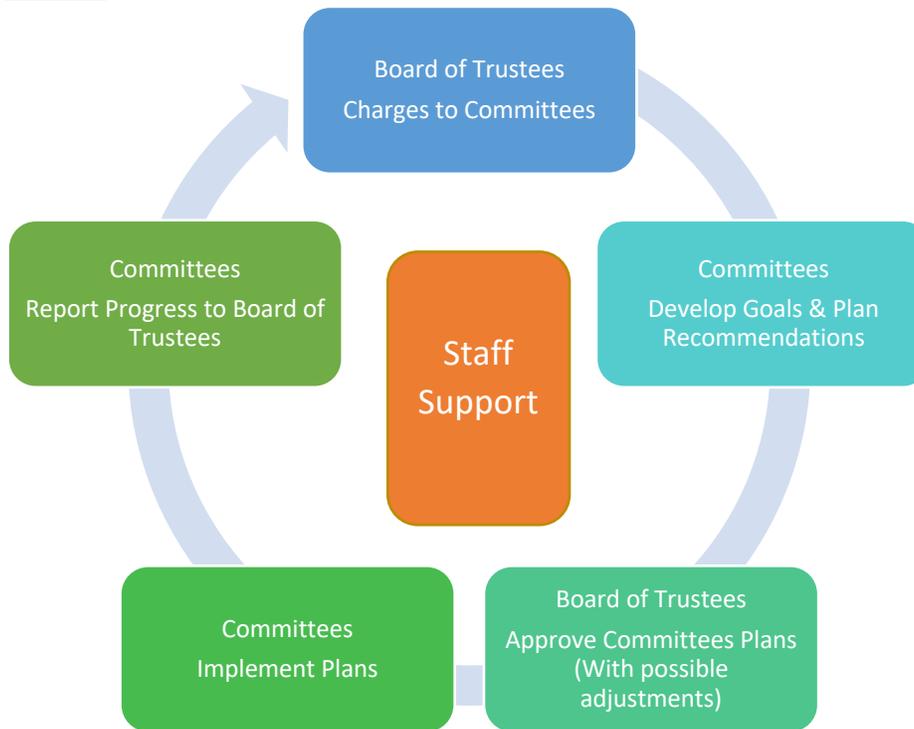
Additionally, new Chairs & Co-Chairs should:

- Review all transferred materials including previous minutes
- Read the Committee & Council Roles & Responsibilities for greater understanding of processes and timelines
- Review charges from President-elect to help develop draft committee goals/direction for the year
- Have a call with Trustee and staff liaisons to discuss goals, meeting times and ideal communications
- Following May meeting, develop a workplan with committee goals, action plans, outcomes and measures for Board of Trustees approval
- Following approval, begin implementation of all non-financial activities with budget approvals in Dec

New members should:

- Read all transferred materials including minutes to get up to speed on activities
- Plan to attend committee/council meeting that takes place during SCAI's annual meeting
- Include all planned committee meetings on your calendar for the coming year
- Make all efforts to actively participate in a majority of committee calls (let Staff Liaison now if unable to participate)

Decision-making Process



Committee Support

For committee members' time to be spent most productively, leadership appoints two people to provide guidance and support. Specifically, each committee is assigned a Trustee liaison from the Board as well as a Staff Liaison.

The Trustee liaison is an elected officer designated to work with your committee or council. They are a non-voting member, unless otherwise appointed and serving a dual role. As liaison, they are your contact with, and representative to, the Board of Trustees. They will help move any requests from the committee or council to the Board for approval. The Trustee liaison does not have a vote and does not necessarily participate in all meetings but may join on occasion. They should however keep in contact with the Chair to be aware of the committee activities. They can also provide guidance regarding activities happening throughout the organization to ensure committee activities are in keeping with the strategic plan and complimentary, rather than competitive or duplicative, to the work of other committees and other ongoing or planned activities. The Trustee liaison should be copied on correspondence regarding the committee to keep informed. Informal discussion between the Chair and Trustee liaison should take place quarterly, at a minimum.

The staff liaison is a member of the national office staff. They are considered a full and active member of your committee, without a vote, and are there to facilitate the ongoing work of the group from year-to-year. They will assist with goalsetting and management of logistics. They will facilitate arranging conference calls, drafting agendas and minutes, budget planning, identifying resources needed for work, determining objectives and activities, and communicating committee activities to the national office staff to coordinate appropriately. If the committee Chair needs additional staff time/resources, he or she should contact the CEO.

Staff-Physician Relationship

An essential part of the success of any committee is the relationship between the staff and physician/clinical council and committee members and the support they receive. It is important however to understand the value each provides. Physician council and committee members have experience and expertise because they operate in – and are therefore sensitive to – the environment that influences members’ needs. Staff has the experience and expertise needed to administer and operate the Society so it can meet those needs.

Committee Budgets

Committees are not necessarily allocated funds automatically. Budgets are developed in the fall for approval in advance of the FY, which begins January 1. This timing is both positive and negative. The positive aspect of this budget cycle is that it creates continuity of projects from one committee year to the next (given that committees change members and Chairs in May). For instance, projects started with a given committee based on approved budgets in January will continue for those projects through completion, which will oftentimes require the full year. Therefore, new committee members appointed for the new cycle may be completing projects they didn’t develop. Additionally, this timing allows for plenty of time to develop ideas, determine required resources and submit financial requests during the budgeting cycle. The complicated aspect of this budget cycle is that a committee may not have funds to work on a project until 6 months after initial discussions of the idea. The multi-year, staggered membership cycle should ensure continuity and project completion. And, depending upon priorities and finances, certain projects may be able to be approved prior to the next budget cycle.

Attending Committee Meetings/Calls

All appointed members of committees and councils are expected to participate in a majority of conference calls throughout the year and be active contributors to the committee’s work. Committee Chairs should work with staff liaisons in May to develop a regularly occurring conference call schedule (as appropriate). Staff liaisons will send Outlook appointments for the full year’s schedule, so all members can plan accordingly. Face-to-face meetings at the Annual Meeting will be scheduled no later than the end of March.

Committee Communications/Tools

All committee members should expect to receive regular communications via email from the staff liaison. Outlook will be used for appointment scheduling. Email will be used for agendas, minutes and materials. Conference calls or video meetings will be used for regular interactions of the committee or council. Additionally, SCAI is adopting a new communication tool for social communities within the organization, entitled “Higher Logic”. This will become a resource for all committees to find historical and backup information regarding their activities and to communicate internally within the committee in a ListServe-type fashion.

Timeline of Committee Activities

October – November	Staff slot committee meetings into AM schedule – Committee schedule sent by end of May
December – January	Call for Council and committee members – Chairs & Staff input gathering
January	Staff collate forms and recommendations – send to President-Elect (P-E)
January - February	P-E review council and committee recommendations and determine appointments
March	P-E recommend appointments to Board for review, input and approval
March – April	Staff send invitations (incl meeting times), final roster & notifications to those not selected
April	New Chairs orientation (P-E & ED) – Chairs work with staff liaison of prep for May
May	Charges sent to all committees
May	Kick-off meetings at SCAI Annual Scientific Sessions
June/July	Goals and workplans due from committees to Board of Trustees
July	Board of Trustees approval of Goals and workplan for staff to build budgets
Fall	Staff build budget requirements for all workplans into proposed budget to Finance Comm
December 31	Budgets for next fiscal year approved for committee workplan projects

Annual Meeting Program Committee Charges, Process & Timeline

The Annual Meeting Program Committee is structured differently and has different expectations and timelines due to the nature of their charge. The Program Committee is charged with planning the scientific program for the SCAI Annual Scientific Sessions to present to the Board of Trustees and abiding by the regulations required for ACCME compliance. The Program Committee Chair reports to the Board of Trustees and adheres to recommendations set forth by the Board.

Annual Program Committee Chairs are selected by the Nominating Committee and presented to the Board of Trustees for approval. A 3-year lead-in process for this selection has been established for the selection of both Adult and Pediatric Program Committee Chairs and Co-Chairs. The Program Chair and Co-chair identify the Track Directors and get BOT approval for them. The Committee develops a plan for Board review. Chairs subsequently receive initial guidance from Board about the elements of the program including (but may not be limited to):

Element	Expectations from Board	Responsible/Relationship
Tracks	Number/topic areas/emphasis	Program Comm (PC)
Committee meetings	Schedule	Staff and Executive Committee
Industry events/receptions	Schedule slots available	Staff – PC review for conflicts
SCAI events/receptions	Schedule – Logistics	Staff and Executive Committee
Keynote(s)	Yes/no – budget	Program Committee – Approval by Board
Awards	Recipients – logistics	Nominating and Exec Committee
Live Cases	Yes/no – Number – Budget	Board – PC plan within guidelines
Exhibits & Sponsorships	Prospectus/pricing/sales/logistics	Staff
Faculty/VIPs	Reimbursements/Comps/Number/Int'l	Staff, Program and Executive Committee

The staff will draft a budget based on the previous year, current year location and pricing, projections and leadership parameters. This will be reviewed and approved by the Finance Committee and Board of Trustees. It will then be the responsibility of the Program Committee to be cognizant of the budget and incumbent on staff to help ensure the program elements stay within budget or seek approval from CEO and possibly the Board for elements exceeding the approved budget.

In order for all these elements to occur seamlessly, the timeline for the annual meeting begins a full 22 months in advance of the month the meeting is taking place. A full timeline is on the next page.

22 Month Planning Process

