



## **COMMITTEE & COUNCIL ROLES, RESPONSIBILITIES & TIMELINES**

Committees & Councils play an integral role in SCAI fulfilling its mission and implementing its strategic plan. Committees & Councils support 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 reporting 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 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.

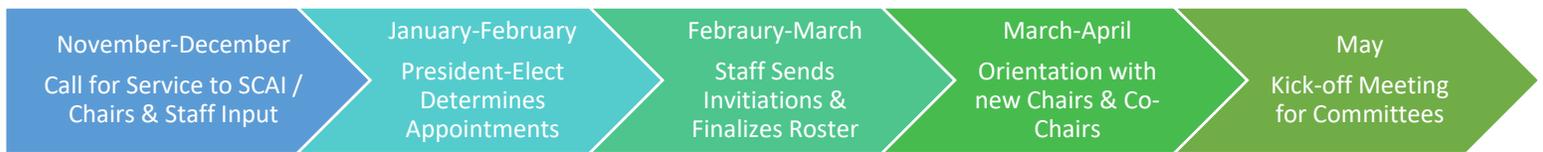
### **Pathway to Council and Committee Involvement**

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 for guidance in planning for the coming year's activities.

**NOTE: Annual Meeting Committee has different responsibilities and timeline described separately below.**

- Beginning at the face-to-face meeting in May, committees develop goals and tactical implementation plans using a 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 know if unable to participate)

### **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.