

PURPOSE:

To ensure continuity and diversity among committee membership of a non-board committee. This will maintain professional balance while enabling a variety of health care representatives to serve on committees. Non-board committees are committees comprised of both board and non-board members.

PROCEDURE:

1. Board members will serve on committees with no term limits; non-board members will serve no more than six years on committees.
2. Committee Chairs and Vice Chairs will serve no more than three consecutive years in each role and are approved by the PTSF Board Chairman.
 - a. For Board Committee upon expiration of a Chair or Vice Chair position, committee members will be notified to submit their interest in assuming either position in writing to the PTSF committee liaison for review by the committee Chair. The letter should contain reasons the candidate feels they should be approved for a leadership position. A CV should also accompany the letter.
 - b. For Non-Board Committees:
 - i. Upon the expiration of the Chair position the Vice Chair will assume the Chair position. During this transition committee members will be notified to submit their interest in writing to the PTSF Committee liaison to serve in the Vice Chair position. The letter should contain reasons the candidate feels they should be approved for a leadership position. A CV should also accompany the letter. Preference will be given to committee members who have served on the committee > 2 years and are from an institution that has not been represented in a Chair position in the past.
 - ii. The immediate past chair of the committee may serve on the committee an additional three years.
 - c. If a Chair/Vice Chair is a board member, there are no limits to the number of years they may serve in that capacity.
3. Committees will be comprised of no more than one (1) Chair and (1) Vice Chair. At least one (1) PTSF board representative will be a member for the purpose of reporting at PTSF Board of Directors meetings.
4. Committee membership will be:
 - a. Approved by the Chairman of the PTSF Board of Directors on an annual basis in collaboration with the committee Chair and the PTSF staff liaison to the committee.
 - b. Comprised of members from accredited trauma centers or organizations with seats on the PTSF Board. Additional trauma stakeholders within the Commonwealth may serve on committees at the discretion of the Board Chairman.
 - c. Reviewed and realigned annually to assure diversity including trauma center levels, locations, and skill set of members.

5. Committee vacancies will optimally be filled with a like geographical and professional representative.
6. Committee members who change positions or no longer work within the Commonwealth of Pennsylvania may become ineligible to continue on a committee if their new position no longer is within the same scope of practice.
7. Procedures, as noted above, may be waived at the discretion of the Board of Directors as needed to further the best interest of PTSF.

Approved by PTSF Board of Directors and/or Executive Committee:

Original Date: 01/05/1990

Revise Date: 02/27/1998, 03/12/1998, 09/16/2009, 07/19/2018; 07/23/2020

Review Date: 12/09/1999, 02/07/2002

Margaret Ashton, RN, BSN, MHA, CEN—Board Chair