



## Policy and Procedures

Policy Title: <b>COMMITTEE LIAISON TO TMAC BOARD OF DIRECTORS</b>	Policy Number 02
APPROVED: President                      Desiree Thomas	Date: 06/30/2017
Origination Date:      June 30, 2017 Date Revised:            original Last Reviewed: Review Date:             June 2019	Effective Date: June 30, 2017

**I. PURPOSE:**

The purpose of the committee liaison is to facilitate a two way exchange of information between the assigned committee and the TMAC Board of Directors (BOD).

**II. POLICY / GUIDELINE:**

Appointment as a committee liaison will be through a formal application process by the TMAC BOD. Any BOD member who applies for a committee liaison position will be recused from the appointment process. The assignment will be for a minimum of one year and a maximum of two. At the end of the two year period the position will be posted for reappointment. The current assigned liaison will have the option of reapplying one time, for a total term of four years.

**III. PROCEDURE:**

A. To be eligible to apply for a committee liaison position, a member must:

1. Be a TMAC member in good standing
2. Demonstrate a vested interest in trauma care
3. Commit a minimum of two hours a month for committee activities
4. Demonstrate strong communication and organizational skills
5. Assume responsibility for funding necessary travel expenses

B. Responsibilities of a committee liaison include:

1. Participation in a minimum of 75% of activities related to the assigned committee



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2. Communicate pertinent information from the TMAC BOD to the assigned committee
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  4. Act as liaison to the TMAC BOD for any action items requiring BOD approval
  5. Provide a report on committee activities during the general membership meetings
- C. To apply for a committee liaison position, a member must submit the following to the TMAC administrative assistant, Susan Watson, by email (swatson@mvensa.com):
1. Name
  2. Credentials
  3. Name of the committee for which application is being submitted
  4. Brief description of previous experience related to trauma leadership