



Duties and Responsibilities of Standing Committees

PURPOSE

The purpose of this policy is to outline the duties and responsibilities of INACSL Standing Committees. Guidelines on Committees can be found in the Bylaws.

POLICY

Per the INACSL Bylaws, Standing Committees shall be established as necessary to carry on the work of the association. Standing Committees and duties are outlined below and may vary based on current needs of the association.

COMPOSITION

Unless otherwise noted in this policy, committee members are appointed to a two-year term, renewable for up to two terms (four years). Each committee has an appointed Vice-Chair who serves for a one-year term. The Vice-Chair automatically assumes the role of Chair for the subsequent year for a one-year term.

The membership size of each committee shall be determined by the Committee Chair and Board Liaison.

The members of Standing Committees shall be selected through an application process with applicants being reviewed by the Chair and Vice Chair of the Committee in consultation with the Board Liaison(s). All committees/subcommittees shall strive to maintain a diverse committee membership that reflects the diversity of INACSL.

INACSL Past Presidents cannot serve on a Standing Committee but may be asked by the Board of Directors to support the association on special initiatives.

Committee Structure and Roles

All committee members and officers are expected to uphold the INACSL Bylaws. Unless otherwise noted, each committee has a Chair and Vice Chair approved by the Board of Directors (BOD). In addition, each committee has an assigned staff contact and a Board of Directors-appointed liaison, unless otherwise noted. The roster of committee members includes contact information for each committee member, staff contact, and Board Liaison. Members will have the option of opting-in to having their contact information displayed on the public roster, as per the General Data Protection Regulation (GDPR).

- The Chair performs the following duties:
 - Works with staff to develop the agenda for each call or meeting.
 - Determines when to cancel a scheduled meeting or convene an unscheduled meeting.
 - Presides over all meetings and conference calls/or designates a moderator.
 - Delegates tasks to committee members.
 - Reviews reports provided by Association Management Company (AMC) to the BOD.
 - Works collaboratively with the Vice Chair and mentors them for succession purposes.
- The Vice-Chair performs the following duties:
 - Presides over meetings in the absence of the Chair.
 - Learns the duties of the Chair in preparation for succession.
 - Accedes to Chair following their term of service as Vice-Chair.
- The Board Liaison performs the following duties:
 - Reports committee activities and brings committee recommendations to the BOD.
 - Relays BOD charges and feedback to the committee.
 - Provides direction to committee members to achieve charges and maintain alignment with the strategic plan.
- The Association Management Company (AMC) staff performs the following duties:
 - Sends electronic invitations for meetings to all committee members.
 - Attends all meetings/conference calls.
 - Maintains attendance rosters of all committee members; notifies Chair and Board Liaison if a committee member does not meet attendance requirements.
 - Records meeting minutes.
 - Coordinates the distribution of agendas, notes, and supporting materials to the Chair, Vice Chair, Board Liaison, and committee members.
 - Maintains the roster of committee members.
 - Communicates meeting time/date changes, meeting cancellations, and teleconferencing procedures to committee members.
 - Drafts correspondence on behalf of the committee.
 - Completes committee tasks and follow-up as requested by the committee.
- Committee members perform the following duties:
 - Participates in all meetings/conference calls.
 - Completes tasks and assignments as designated by the Chair, Vice Chair, and the BOD.
 - Promotes committee activities to other members of INACSL.
 - Maintains confidentiality of committee activities and discussions.

Standing Committees

I. Conference Planning Committee. The Conference Planning Committee (CPC) is responsible for activities related to the annual conference, with special consideration for providing an engaging educational networking opportunity through the annual conference and balancing the needs of the novice to expert member from a variety of settings (education, industry, operations, research, and advance practice). The CPC performs the following duties:

- Oversees the abstract review and selection process for the annual conference.
- Creates networking opportunities for simulationists from different disciplines and settings.
- Seeks to create unique and engaging simulation learning opportunities.
- Reviews the previous year's evaluations to ensure robust planning for the current conference.
- Makes recommendations to the BOD for keynote speakers (including international experts).
- Invites industry to the annual conference to highlight innovations in nursing simulation.

Special Qualifications and Accountability. Members shall be strategically assigned to represent the following areas: advanced practice, novice, academia, and clinical practice. A representative from the IncluDE committee shall serve on this committee.

Composition. There is no membership minimum or limit for the CPC. A representative from the IncluDE Committee is appointed to serve on the CPC.

Committee Structure and Roles. In addition to the roles and responsibilities listed in the overarching Committee Structure and Roles section of this policy:

- The Chair performs the following duties:
 - Aligns with AMC staff and Board of Directors to assist in development of Annual Conference education schedule and events schedule
 - Works with committee to review abstract submissions for presentation at the Annual Conference
- The Association Management Company (AMC) performs the following duties:
 - Facilitates ideas and thoughts brought forward at committee meetings to implement into Annual Conference schedule

Term of Office. The term of office for members of the CPC is two (2) years.

II. Education Committee. The Education Committee conducts robust environmental scanning to inform educational programming for our membership. The Education Committee is responsible for determining the annual webinar series topics and speaker selection, recommending subject matter experts, and brainstorming innovative ways to meet the needs of the simulation community through educational products and services. The Education Committee performs the following duties:

- Oversees INACSL educational offerings that award contact hours to

ensure compliance with accrediting body regulations.

- Manages HomeGrown Solutions, a collaboration between the National League for Nursing and INACSL, that provides the opportunity for simulationists to share innovative simulation ideas with step-by-step instructions for replication.
- Oversees partnership with the Society for Simulation in Healthcare (SSH) and the Association of Standardized Patient Educators (ASPE) to facilitate the *Standards, Core Competencies and Best Practices in Healthcare Simulation Workshops*, providing a minimum of three or more workshops annually in conjunction with SSH and ASPE.
- Plans the Women in Leadership one-day workshop, as needed, in collaboration with SSH and ASPE.
- Collaborates with the Lead Nurse Planner as needed.
- Manages Cornerstones of Best Practices educational offerings providing opportunity for preparation for endorsement and advancing knowledge of the Healthcare Simulation Standards of Best Practice™.

Special Qualifications and Accountability. At least one member must have experience in the role of the Nurse Planner and collaborate with the Lead Nurse Planner as needed.

Composition. There is no membership minimum or limit for the Education Committee.

Committee Structure and Roles. In addition to the roles and responsibilities listed in the overarching Committee Structure and Roles section of this policy:

- The Chair performs the following duties:
 - Collaborates with sub-committee chairs on issues or needs of the group and evaluates membership needs.
- The Association Management Company (AMC) performs the following duties:
 - Coordinates scheduling of live and recorded webinars.
 - Collaborates with marketing team for educational offerings such as webinars.

Term of Office. The term of office for members of the Education Committee is two (2) years.

III. Endorsement Committee. The Endorsement Committee guides the process in which organizations can apply for Healthcare Simulation Standards of Best Practice™ Endorsement. The committee performs the following duties:

- Organizes the application process, including:
 - Determines timeline for two (2) Endorsement cycles per year (typically Spring and Fall).
 - Reviews and revises Endorsement materials, including application questions and requirements, program criteria, and reviewer criteria.
 - Facilitates informational webinars for interested institutions.

- Provides oversight for Endorsement reviewers.
- Recruits and trains new reviewers as needed each endorsement cycle.
- Evaluates endorsement applications alongside reviewers.
- Provides feedback to all applicants following review.
- Promotes Endorsement internationally and encourages institutions to apply.

Special Qualifications and Accountability. Have served as a reviewer for endorsement applications; must have experience as a simulationist and formal training in simulation.

Composition. The committee is comprised of 5 members, including the Chair and Vice Chair. The committee strives to have international and interprofessional representation.

Committee Structure and Roles. In addition to the roles and responsibilities listed in the overarching Committee Structure and Roles section of this policy:

- The Chair performs the following duties:
 - Reviews and vets all volunteer applications, including new committee members and new application reviewers.
- The Association Management Company (AMC) performs the following duties:
 - Maintains the roster of endorsement application reviewers.
 - Sets up and provides technical support for Endorsement informational webinars.
 - Makes edits to application forms and materials based on committee review.
 - Orders awards to be distributed at INACSL annual conference.
 - Ensures application materials are available to reviewers via electronic format.

Term of Office. The term of office for members of the Endorsement Committee is two (2) years.

IV. Financial Oversight Committee. The Financial Oversight Committee is responsible for supporting financial oversight of the organization, monitoring audit/review cycles, and seeking revenue generating opportunities. The committee performs the following duties:

- Provides oversight and advisement to the INACSL BOD to ensure the financial health of the organization.
- Works to expand the organization's capacity to offer grants and scholarship opportunities.
- Annually reviews the budget and makes recommendations.
- Annually reviews the organization's investment strategy with the assistance of the Association's investment advisor and makes recommendations as needed.

- Reviews financial policies and provides feedback as needed.

Special Qualifications and Accountability. The members of this Committee must be elected to the BOD. Nominees must qualify for an elected position as per the INACSL Bylaws.

Composition. The elected Treasurer-Secretary shall act as Chair of this committee. Therefore, this committee does not need a Vice Chair for succession purposes. Board members shall make up the remaining members of this committee as appointed by the President. Therefore, no additional Board Liaison is needed.

Committee Structure and Roles. In addition to the roles and responsibilities listed in the overarching Committee Structure and Roles section of this policy:

- The Chair performs the following duties:
 - Reviews and monitors financial information shared by AMC
 - Alerts committee of any concerns relating to INACSL financial information
- The Association Management Company (AMC) performs the following duties:
 - Tracks and monitors INACSL financial information and alerts FOC Chair of any areas for concern
 - Compiles financial memo with pertinent areas for review and distributes to committee
 - Prepares and facilitates budgeting process with INACSL staff team

Term of Office. The term of office for members of the FOC is two (2) years.

V. Governance Committee. The Governance Committee is responsible for the work of Bylaws, policies, and procedures. They perform the following duties:

- Provides oversight and advisory to the BOD regarding best practices in organizational governance.
- Reviews the Bylaws and facilitates updates, as needed.
- Conducts full review of INACSL policies every two years or as otherwise noted in policy.
- Ensures that policies and procedures are congruent with the Bylaws.
- Approves both new and updated policies and procedures prior to final Board approval.
- Serves as consultant to BOD in governance of policies and procedures.

Special Qualifications and Accountability. Governance background preferred.

Composition of the Governance Committee. This committee shall be comprised of five committee members, including the Chair and Vice-Chair.

Committee Structure and Roles. In addition to the roles and responsibilities listed in the overarching Committee Structure and Roles section of this policy:

- The Chair performs the following duties:
 - Works closely with the AMC staff liaison to plan review schedule for

policies and procedures

- The Association Management Company (AMC) performs the following duties:
 - Tracks and plans reviews of all bylaws, policies, and procedures
 - Makes edits to bylaws, policies, and procedures
 - Includes Governance Committee revised policies in Board of Directors meeting materials for review and final approval

Term of Office. The term of office for members of the Governance Committee is two (2) years.

VI. IncluDE Committee. The IncluDE Committee fosters diversity, inclusivity, acceptance, and equity within INACSL and the healthcare simulation community to impact the profession and society. They work to cultivate understanding, appreciation, and recognition that diversity and individual differences are a source of strength. The committee performs the following duties:

- Provides resources that promote respect for diversity including, but not limited to, age, culture, disability, ethnicity, gender, nationality, race, religion, sexuality, socioeconomic status, and individual diversity of perspective.
- Promotes civility and respect for voice, dignity, and potential of each individual.
- Acknowledges and addresses the needs of populations who are underserved.
- Manages the Rising Star Award.
- Representatives from the IncluDE Committee may be appointed to serve on other INACSL committees as needed.

Special Qualifications and Accountability. None.

Composition. There is no membership minimum or limit for the IncluDE Committee.

Committee Structure and Roles. In addition to the roles and responsibilities listed in the overarching Committee Structure and Roles section of this policy:

- The Chair performs the following duties:
 - Works with AMC staff to implement DEI initiatives brought forth by the committee
- The Association Management Company (AMC) performs the following duties:
 - Relays information to other committee AMC liaisons regarding DEI initiatives requested by the committee

Term of Office. The term of office for members of the IncluDE Committee is two (2) years.

VII. Membership Committee. The Membership Committee is responsible for the work

of increasing membership, providing engagement of membership, and retaining current members. The Membership Committee performs the following duties:

- Executes membership-related activities.
- Works with staff on issues directly related to membership engagement and outreach.
- Work with staff to produce the INACSL podcast.
- Moderates the discussion boards on INACSL's website and creates engagement on the boards.
- Executes the process for annual membership awards, including, but not limited to, the Excellence Awards and the Anthony Battaglia Conference Scholarship.
- Solicits member feedback through periodic membership surveys, identifying current membership trends, and utilizing this information to propose member engagement initiatives and benefits to better serve the membership.
- Identifies new affiliate opportunities for the organization.
- Reviews Special Interest Group (SIG) applications and presents to the INACSL BOD for approval.

Special Qualifications and Accountability. None.

Composition. There is no membership minimum or limit for the Membership Committee.

Committee Structure and Roles. In addition to the roles and responsibilities listed in the overarching Committee Structure and Roles section of this policy:

- The Chair performs the following duties:
 - Assists in planning and scheduling of INACSL Fireside Chat Series
 - Participates in Fireside Chat as moderator
- The Association Management Company (AMC) performs the following duties:
 - Coordinates registration and facilitation of monthly Fireside Chat Series, including scheduling planning meetings, facilitating practice runs, coordinating with Marketing to schedule email blasts, and editing Fireside Chat recordings

Term of Office. The term of office for members of the Membership Committee is two (2) years.

VIII. Nominations and Elections Committee. Per INACSL Bylaws, the Nominations and Elections Committee is responsible for annually soliciting names of members who are interested in running for any office through a virtual nomination process established by the BOD and preparing a slate of, optimally, two (2) candidates for each elective office and present slate to the BOD for approval. Refer to the Bylaws for more information.

Special Qualifications and Accountability. The Nominations and Elections Committee is an elected committee. Nominees must qualify for an elected position as per the INACSL Bylaws.

Composition. Five (5) members elected by the membership serving staggered terms. Three (3) members shall be elected in even numbered years, and two (2) members shall be elected in odd numbered years. The committee shall elect the Chair of the committee each year after new members are seated from among its members by majority vote.

Committee Structure and Roles. In addition to the roles and responsibilities listed in the overarching Committee Structure and Roles section of this policy:

- The Chair performs the following duties:
 - Works closely with AMC staff liaison throughout nominations and elections process.
- The Association Management Company (AMC) performs the following duties:
 - Facilitates build of Call for Nominations form via the INACSL website and coordinates marketing efforts to distribute the call to INACSL membership.
 - Facilitates build of Elections Ballot form via the INACSL website and coordinates marketing efforts to distribute the call to INACSL membership.
 - Coordinates interview schedule for nominees and committee members.
 - Sends electronic meeting invites for interviews scheduled between nominees and committee members.

Term of Office. The term of office of members of the Nominations and Elections Committee shall be two (2) years or until their successors are elected.

IX. Research Committee. The Research Committee is responsible for supporting advancement of the scholarship of simulation, generating ideas for research and research funding, providing members with opportunities to receive research training and mentorship, and managing INACSL's research related programs and awards. The Committee monitors the healthcare simulation research environment and provides recommendations to the BOD for INACSL's Research Priorities. The committee performs the following duties:

- Collaborates with AMC or INACSL staff to manage professor rounds and poster judging for the annual conference.
- Develops the calls for and reviews applications that encompass the INACSL grant awards programs: Debra Spunt Research Grants and vendor/vendor in-kind support programs.
- Collaborates with INACSL staff to expand and support research funding.
- Collaborates with INACSL staff to manage the annual INACSL Research Fellowship.
- Collaborates with INACSL staff to update and maintain the Instrument

Repository on the INACSL website.

- Conducts surveys and completes processes to update the Regulation Simulation Map on the INACSL website regarding the status of regulations that affect the advancement of simulation education and practice.

Special Qualifications and Accountability. PhD, EdD, or DNP preferred, will consider MS with strong interest in research.

Composition. There is no membership minimum or limit for the Research Committee.

Committee Structure and Roles. In addition to the roles and responsibilities listed in the overarching Committee Structure and Roles section of this policy:

- The Chair performs the following duties:
 - Holds monthly meetings with the designated Board Liaison.
 - Keeps members on track: Communicating important milestones and making sure agreed tasks are carried out.
- The Association Management Company (AMC) performs the following duties:
 - Provides available INACSL resources as requested.
 - Makes edits to application forms and materials based on committee review for research fellowship, Debra Spunt grant, in-kind vendor grants, professor rounds and poster judging.

Term of Office. The term of office for members of the Research Committee is two (2) years.

X. Standards Committee. The Standards Committee is responsible for the development, quality assurance, and revision of the Healthcare Simulation Standards of Best Practice™ as new evidence and best practices emerge from research. The committee follows the processes outlined in the Procedure for Development, Revision, and Dissemination of the Healthcare Simulation Standards of Best Practice Policy.

Special Qualifications and Accountability. Strives to maintain a diverse committee make up, including international and interprofessional members. Criteria for participation on the Standards Committee is as follows:

- Experience conducting a scholarly synthesis and critical appraisal of simulation literature for evidence of best practices.
- Demonstrated ability to synthesize literature through submission of two examples of manuscripts in which the applicant had a major role in developing the literature review section.
- Demonstrated ability with academic writing through submission of a document such as a policy, guideline, or manuscript for which the applicant was primary author.
- Demonstrated management and leadership roles with examples of

workload management skills described during the interview and selection process.

Composition. This committee is comprised of subcommittees for the development and/or revision of the Healthcare Simulation Standards. Subcommittees shall strive to be comprised of a diverse group of international and interprofessional content experts in the identified Healthcare Simulation Standard, with an ability to conduct a scholarly synthesis and critical appraisal of simulation literature. Members of the subcommittees may be invited based on their expertise and it is not required for them to be members of INACSL.

Committee Structure and Roles. In addition to the roles and responsibilities listed in the overarching Committee Structure and Roles section of this policy:

- The Chair performs the following duties:
 - Collaborates with the Board liaison, Vice-Chair, and Editor-in-Chief or designee of *Clinical Simulation in Nursing* to facilitate the process of publishing the Healthcare Simulation Standards of Best Practice™ or associated publications during a review cycle.
- The Association Management Company (AMC) performs the following duties:
 - Assists with the invitation processes of recruiting members as identified in the specific qualifications, accountability, and composition descriptors for the Standards Committee.

Term of Office. The term of office for members of the Standards Committee is for the length of one revision cycle, including scholarship activities following publication. The Standards Committee will work to ensure succession planning, which may vary terms of office.

This policy shall be reviewed by the Governance Committee every two years and as needed