

Society of Hospital Medicine Committee Roles and Responsibilities

Chair

- Attend and participate in all committee meetings and teleconferences
- Work with staff to develop the agenda for meetings
- Oversee the development of meeting minutes
- Assign responsibilities for committee members
- Work with staff to set deadlines for completion or update of committee activities
- Work with staff to coordinate meeting and teleconference dates
- Communicate to the entire committee on actions and decisions of the SHM Board
- Assess member participation over the committee year

At Large Committee Members

- Attend and participate in all committee meetings and teleconferences
- Participate in at least one workgroup of the committee (if applicable)
- Prepare for meetings and teleconferences by reviewing agendas and reading any background materials
- Review minutes from meetings and teleconferences that are distributed
- Actively participate in committee activities
- Complete all assignments in a timely fashion

Board Liaison

- Serve as a leadership resource to the committee chair, members, and staff liaison
- Serve as a conduit for communication between the committee and the board of directors
- Advise committee on when to present an agenda item, interim report or seek specific direction from the board of directors
- Regularly attend committee meetings and teleconferences

Committee Staff

- Attend and participate in all committee meetings and teleconferences
- Work with chair to provide agendas pre-meeting
- Work with chair to provide minutes post-meeting
- Articulate action items, assignments, and due dates
- Follow-up on resolving action items in time to meet deadlines
- Communicate to the chair on actions and decisions of the SHM Board
- Encourage use of HMX Community – especially for sharing and saving documents
- Assist in tracking member attendance on calls over the committee year