



**Chapter Advisory Council** - Responsibilities include:

- Provide annual review of chapter manual and recommended changes/updates
- Provide guidance and oversight to chapters and provisional chapters
- Review and evaluate chapter tools, resources, training and processes
- Develop and recommend chapter policies to the ACMA Board of Directors
- Address issues timely brought by the Board, providing recommendations and guidance and draft policies when appropriate

**Chapter Annual Meeting Advisory Council** - Responsibilities include:

- Assist chapters in the identification of educational topics and speakers
- Review chapter annual meeting session agendas for current relevance, appropriateness and compliance with ACMA Standards of Practice and policies

**Ethics Committee** - Responsibilities include:

- Complete annual review of ethics policies and conflict of interest/code of conduct forms
- Review any referred member violations of policies and/or association ethics issues and recommend action (if needed) to the ACMA Board of Directors

**Fundraising Committee** - Responsibilities include:

- Achieve net fundraising goal established by the ACMA National Board of Directors
- Secure chapter, corporate and individual contributions
- Define Annual Meeting silent and live auction plans
- Propose new fundraising ideas and initiatives to Board

**Membership Committee** - Responsibilities include:

- Work with chapter membership committee chairs to make membership recruitment presentations at local hospitals
- Plan New Member Orientation at national conference
- Sponsor 1-2 educational events for chapter membership committee chairs and review ACMA membership presentation

**Nominating Committee** - Responsibilities include:

- Review submitted nominees for the National Board of Directors and history of their membership activities
- Submit slate of candidates to National Board for consideration

**Poster Session Committee**- Responsibilities include:

- Review applications and select posters for presentation at national conference
- Review and recommend revisions to all poster session documents
- Develop solicitation plan to ensure submissions
- Judge posters onsite at national conference

**Public Policy Committee** - Responsibilities include:

- Submit briefCASE teaser (for posting on website) monthly
- Review all public policy documents as requested and provide feedback to chair within established deadline (note: some review turnarounds may be as short as 48 hours)
- Draft position statements for Board review/approval as needed within established deadlines
- Participate in live advocacy events