

American Thyroid Association (ATA) Committees and Task Forces Governance Duties and Responsibilities

Thank you for your interest in serving on an ATA committee or task force. This information serves to help orient you to the ATA governance structure. Please review fully to better understand your role and responsibilities as a committee or task force chair, member or board liaison. We appreciate your contributions to the society.

ATA Governance Cycle

ATA governance terms start and conclude around the ATA Annual Meeting dates. Governance terms start the day after the ATA Annual Meeting concludes each year (e.g., the 2019-2020 committee governance terms began on November 4, 2019). Governance terms conclude at the end of the ATA annual meeting in the following year (e.g., the 2019-2020 governance year ends on the last day of the 16th International Thyroid Congress on September 13, 2020 since the ATA does not have a separate, standalone annual meeting).

ATA Committee Policy

The president-elect selects all committee chairs and committee members, with consideration for diversity of specialty, gender, race/ethnicity, geography, career stage and length of membership. Members in good standing are qualified to serve the ATA after attending a minimum of one annual meeting in the most recent 5-year period. Selected Committee Chairs should have attended 3 annual meetings and at minimum have served on a committee for at least 1-2 years before being considered as chair. Chairs need to be regularly present at the annual meeting to lead the committee meeting. Special circumstances may be applied at the discretion of the president-elect for appointing committee members to ensure diversity, equity and inclusion.

Committee Chairs are appointed to a one-year term. A second term as chair may be considered by the president-elect, in the following year. Committee members generally serve a term of 3 years. Committee members are limited to two (2) consecutive terms, not including service as committee chair and past chair. Co-chairs and chair-elect positions serve a one-year term. The president-elect has the authority to waive the term limits as necessary for the good of the order.

One member of the Board of Directors is assigned to each committee or task force to act as a liaison between the committee and the Board of Directors. The Board liaison should participate in committee discussions as appropriate to ensure any important information or requests from the Board are communicated. The Board liaison is also responsible for reporting to the ATA Board of Directors regularly any action items, requests or questions from the committee.

The president-elect has the option to appoint trainees to appropriate committees for a one-year term. The president-elect has the option to appoint corresponding members to appropriate committees for a one to three-year term to be renewed as decided by the following president-elect.

All ATA volunteers must complete governance forms annually, to include conflict of interest, copyright release and code of conduct. Governance forms must be completed before the committee term begins and should be updated as needed throughout the year should there be a change in the information originally reported. Committee members must be members in good standing to continue service to the ATA. All individuals who participate in ATA governance activities are expected to exercise the highest

ethical standards, be transparent in dualities and conflicts of interest, and aim to be diverse, equitable and inclusive throughout their deliberations and decisions.

Standing Committees

Standing Committees are appointed to serve as long-standing, decision-making entities with responsibility for ongoing ATA activities. Standing Committees advise on ATA policy and implement decisions within their specific charge, subject to review and approval by the ATA Board of Directors. Standing Committees shall consist of a chair, committee members. Board liaison and staff liaison(s). Committee chairs will advise the Board of Directors on Committee member composition and diversity of specialty; as well as, on the number of members when appropriate. The committee quorum will be 50% of members on the roster. Voting may take place electronically by email, through the online project management system Workzone, via SurveyMonkey or other tabulating software.

Standing committees are directly responsible to the ATA Board of Directors through communication with the ATA staff liaison and Board liaison. Standing committees may not obligate the Association either financially or contractually nor express opinions or represent positions in the name of the Association, unless specifically authorized by the ATA Board of Directors. All communications to parties outside of the association should be vetted through the ATA Board of Directors.

Ad hoc Committees and Task Forces

The President and/or Secretary/COO shall appoint temporary or ad hoc committees, task forces, councils and panels as necessary for the fulfillment of the aims of the Association. All such committees are terminated with the ending of the term in office of the President who made the appointment. The president-elect and/or Secretary/COO may extend the term of such ad hoc committees or task forces if necessary to complete the fulfillment of their charge.

Ad hoc committees and task forces are directly responsible to the ATA Board of Directors through communication with the ATA staff liaison and Board liaison. Ad hoc committees and task forces may not obligate the Association either financially or contractually nor express opinions or represent positions in the name of the Association, unless specifically authorized by the ATA Board of Directors. All communications to parties outside of the association should be vetted through the ATA Board of Directors.

Responsibilities of ATA Committee and Task Force Chairs

- Fulfill the Committee's (or Task Force) specific responsibilities in relation to its charge. Each committee should regularly refer to its charge to ensure it is engaging only in those activities relevant to its scope and charge.
- Ensure all proposed new activities and business of the committee or task force align with the current ATA strategic plan.
- Convene and lead each face-to-face committee meeting at the ATA Annual Meeting. Committee or Task Force chairs are responsible for appointing a member to lead the in-person meeting should they not be available to serve in this capacity.
- Serve as or designate a scribe from the committee members to record the notes and activities of each committee interaction. Support is provided as needed by the staff liaison. However, it is the committee or task force chair's responsibility to ensure all activities and reports are accurate and thorough.

- Help schedule and lead teleconferences and meetings of the committee during the year as needed and as required to pursue its mission and initiatives. Meeting availability of the committee chair and board liaison is determined with support from the staff liaison who will poll committee members and schedule the teleconference with participating members based on majority availability.
- Prepare an agenda in consultation with the Board Liaison and staff liaison to be distributed in advance of the meeting with support from the staff liaison.
- Stay abreast of governance forms required from each committee member and ensure conflict of interest is reviewed and acknowledged at the start of each committee or task force call.
- Ensure any real or perceived conflict of interest for an agenda item is addressed prior to discussions and allow committee or task force members to recuse him/herself from any relevant discussions if appropriate.
- Lead the discussion of agenda items and new business at each meeting.
- Draft, review and/or finalize notes from each committee interaction and ensure it is distributed to all committee members (via the staff liaison) after each interaction.
- Include the staff liaison on all correspondence and communications related to each committee or task force. It is important that the staff liaison is aware of all committee activities to help direct committee or task force chairs to the appropriate resources and advise on ATA policies and procedures when feasible and appropriate.
- Exercise the highest ethical standards, be transparent in dualities and conflicts of interest, and aim to be diverse, equitable and inclusive throughout their deliberations and decisions.

Responsibilities of ATA Committee and Task Force Members

- Submit governance forms required to serve on a committee or task force annually. Ensure your forms are updated at any point during the committee year if you have any changes to the information originally reported.
- Ensure your committee chair is aware of any real or perceived conflict of interest you may have for any agenda item up for discussion prior to any discussions. Please plan to recuse yourself from any relevant discussions if appropriate.
- Attend and participate in a face-to-face Meeting at the ATA Annual Meeting as well as conference calls as needed throughout the committee year. Properly inform your committee chair and staff liaison if you are unable to participate in a scheduled committee or task force event.
- Respond promptly to requests for availability to schedule committee calls and meetings.
- Review the proposed agenda of the meeting and suggest additional topics to the chair in advance of the scheduled call.
- Participate in discussions of agenda items and new business at each meeting.
- Contribute to the fulfillment of the committee or task force responsibilities identified.
- At the Chair's request, prepare draft material for inclusion in a comprehensive written annual report of committee activities to the ATA Board, typically due one month prior to the start of the annual meeting.
- Exercise the highest ethical standards, be transparent in dualities and conflicts of interest, and aim to be diverse, equitable and inclusive throughout their deliberations and decisions.

Responsibilities of ATA Board Liaisons

- Serve as a liaison between the committee or task force and the Board of Directors to ensure all efforts for the committee are relevant to and within the scope of the committee's or task force's charge.
- Ensure all proposed new activities and business of the committee or task force align with the current ATA strategic plan.
- Communicate with the committee or task force chair and staff liaison any input or requests from the Board of Directors relevant to the committee.
- Respond promptly to requests for availability to schedule and participate on committee or task force conference calls and meetings.
- Review the proposed agenda of the meeting and communicate any questions to the committee or task force chair in advance of the meeting.
- Take time to greet committee members at the face-to-face Meeting at the ATA Annual Meeting and participate in any discussions if time permits.
- Participate in discussions of agenda items and new business on each conference call as appropriate to communicate and update the Board as needed and upon request.
- Alert the Board and the committee or task force to any activities that land outside the scope of the committee's or task force's charge and outside the scope of the current strategic plan.
- Exercise the highest ethical standards, be transparent in dualities and conflicts of interest, and aim to be diverse, equitable and inclusive throughout their deliberations and decisions.

Responsibilities of ATA Staff Liaisons

- Ensure the committee chair, members and Board Liaison have all relevant information related to the committee or task force, e.g., roster, charge, annual report, ATA strategic plan, required access to governance forms, etc.
- Help the committee or task force chair and board liaison schedule calls and meetings as needed.
- Ensure all governance forms for each individual committee or task force member is received prior to participating in committee or task force activities.
- Ensure conflict of interest statements for each committee or task force member are reviewed regularly. Ensure COI is added as the first item of business on each committee or task force agenda.
- Ensure the ATA Mission, vision and values are included on each committee or task force agenda.
- Ensure each committee or task force member's membership dues are current for the governance year.
- Assist the chair with distribution of the committee or task force agenda, meeting summaries and documents related to current efforts.
- Ensure the chair is aware of all anticipated participants on each committee or task force conference call or meeting.
- Alert staff leadership and inform the chair if appropriate if the committee or task force engages in activities outside of its scope or charge.
- As appropriate, schedule a pre-call or meeting with the committee or task force chair and Board liaison to help prepare for the call/meeting. For conference calls, a minimum of 10-15 minutes in advance of the call is suggested for pre-call discussions. Longer advanced planning should be determined and scheduled as warranted.
- Help ensure the committee or task force chair and board liaison are informed of Board requests.
- Ensure all action items or questions to the Board from each committee or task force meeting are communicated to staff leadership.

- Ensure committee records are current – roster, agendas, call summaries, recordings, annual reports in ATA’s online via Workzone and internal files.
- When known and if asked, communicate any historical committee or task force information that may help explain or address committee or task force questions or concerns.
- Ensure all committee members are added to Workzone and able to access committee information as needed. Train or help orient committee members to Workzone upon request.
- Exercise the highest ethical standards, be transparent in dualities and conflicts of interest, and aim to be diverse, equitable and inclusive throughout their deliberations and decisions.

Anticipated Committee or Task Force Reports Due:

- In person Meeting Summary
- Conference Call summaries (2-3 times per year)
- Annual Report (due approximately 1 month prior to the annual meeting)
- One slide summary of yearly efforts for inclusion in the ATA Annual Business Meeting Committee and Task Force Report presented by the Secretary/COO (due approximately 1 month prior to the annual meeting)

ATA Committee or Task Force Conference Call/Meeting Agenda and Notes Template

<p>Name of Committee or Task Force</p> <p>Event Date and Time</p> <p>Meeting Location or Conference Call Instructions</p> <p>ATA Mission:</p> <p>ATA Vision:</p> <p>ATA Values:</p> <p><u>COI Review and Declaration:</u></p> <p><u>Approval of Last Meeting/Call Notes:</u></p> <p><u>Discussion of ongoing activities since last report:</u></p> <p><u>New Business:</u></p> <p><u>Action Items for the Committee:</u></p> <p><u>Recommendations to/questions for the Board (as warranted):</u></p> <p><u>Current Committee or Task Force Roster:</u></p>

ATA Committee or Task Force Annual Report Template

Name of Committee or Task Force
Committee Report to Board of Directors
Month and Year

COI Declaration for current serving committee and task force members:

Summary of Completed Activities since last annual report:

Status of Ongoing Activities for the current governance year:

Priorities:

Action Items for the Committee:

Recommendations to/Questions for the Board (as warranted):

Current Committee or Task Force Roster: