

## Interest Group Advisory Committee Roles and Responsibilities

IGs are led by an advisory committee consisting of member volunteers. The primary responsibility of the advisory committee is to engage IG members throughout the year. Several tactics in this toolkit have explained various methods to connect with your IG colleagues (e.g., IG listserv, member highlight, IG newsletter). The IG listserv is an excellent communication vehicle to directly link you to your interest group members.

The Advisory Committee members rotate on an annual basis (with staggered committee term end dates). AcademyHealth staff will assist each IG to identify leadership positions and finalize the advisory committee roster, including members-at-large, by the end of August.

### A. Benefits of Volunteering as an IG Advisory Committee Leader

There are nearly 200 leaders from the field who serve on AcademyHealth's Interest Group advisory committees each year. Several of our IG leaders have told us that serving on the advisory committee helped boost their career. Here are a few of the many benefits you will receive from serving in this leadership role:

- Broaden your professional network;
- Receive national exposure to colleagues located throughout the country; and
- Influence the content presented at the annual IG meeting.

### B. Time Commitment for Volunteering as an IG Advisory Committee Leader

We recognize that you have a very busy schedule and are grateful to you for volunteering your time to make an impact on the health services research field. Here is the time commitment that you can expect during the 2021-2022 Interest Group year.

#### 1. Monthly Time Commitment

1-2 hours per month (varies)

#### 2. Time Commitment Details

- Participate on orientation webinar in late-September (1 hour)
- Participate on monthly calls hosted by IG leadership (1 hour/month)
- Participate on bi-monthly calls hosted by AcademyHealth from October 2021 – June 2022 (1 hour/call).
- Any follow up participation that you commit to (time = variable)
- Attend Interest Group meeting during the Annual Research Meeting (1 hour)

### C. Eligibility Requirements and General Guidelines for the Composition of the IG Advisory Committee

1. All advisory committee members, including students, must be current AcademyHealth individual members in good standing.
2. All advisory committee members must be a member of the Interest Group on which they are serving as a committee member.
3. Each IG will hold an open Call for Nominations for advisory committee membership and leadership positions immediately following the ARM.
  - a. The IG Call for Nominations will provide the general membership an opportunity to apply to serve on an IG advisory committee. Requirements include proof of membership and a personal statement of interest.
  - b. AcademyHealth recommends that IG advisory committees consist of no more than 12 volunteers per year.
4. The advisory committee should also be representative of the field of health services research and policy and should encourage diversity.

AcademyHealth is committed to promoting diversity among our members, our leadership committees, and the field at-large in terms of race, ethnicity, disability, sexual orientation, gender identity, and other historically underrepresented backgrounds.

Diversity of discipline, function and work setting are also encouraged (e.g., research professionals at different career stages and working in a variety of employment settings, policymakers program managers, health system leaders and clinical practitioners). Please encourage and support diversity on your advisory committee.

5. Each advisory committee is encouraged to have at least one student member. Student members serve one-year terms, which can be extended by up to one additional year based on their active full-time student status.
6. With the exception of in-person meetings associated with the ARM or other AcademyHealth events, an IG's activities should be available to its members for free.
7. We strongly encourage individuals to serve on the IG Advisory Committee for one year, prior to serving in a leadership role.

### D. IG Advisory Committee Positions

The advisory committee can elect members to serve on an advisory committee for up to two years. A two-year appointment cycle ensures that terms are staggered for smoother committee member transitions. Those who serve in the chair or vice-chair role can serve a maximum of four years (one year as a member-at-large, one year

as chair-elect, one year as chair, and one year as past chair). Advisory committees are expected to include the following positions with responsibilities outlined below:

**Chair:** Plans the annual strategy and schedule of activities in support of the IG's vision, mission, and goals in coordination with the AcademyHealth Interest Group Manager. Convenes the advisory committee, and establishes subcommittees to execute the IG strategy. Directs the IG's ARM meeting planning, including the coordination of speakers and activities. Works to complete all tasks and deliverables, and provides editorial review and final approval of all IG documents and emails. The chair is also the primary contact for the AcademyHealth team.

**Immediate Past-Chair:** Provides historical perspective and serves as a resource for the chair and advisory committee.

**Vice Chair:** Supports the current chair in all efforts to execute the annual IG strategy. The vice chair serves as chair if the chair is unable to attend any calls or the annual meeting. Along with the chair, leads the IG's ARM meeting planning, including the coordination of speakers and activities.

**Secretary:** Takes roll call and minutes of the advisory committee conference calls; provides a copy of the minutes to AcademyHealth staff. Disseminates meeting minutes with the IG membership via an online communication tool.

**Communications Liaison:** Coordinates all IG-specific postings on the listserv. Drafts correspondence to the general IG membership. Utilizes social media on behalf of the IG when appropriate.

**Member-at-Large:** Represents IG members on the advisory committee, participates in the IG ARM meeting planning, and provides ad hoc leadership as needed for various projects and advisory committee needs. The number of members-at-large will depend on the size of the IG. The typical number is between 6-8 members-at-large. At least one member-at-large should be a student member.

### E. IG Advisory Committee Member Responsibilities

1. As an advisory committee member, your active engagement is integral to the overall success of your IG. Make a commitment to regularly connect with your IG colleagues and encourage their feedback and collaboration. Your IG listserv is an excellent communication vehicle to directly link you to your interest group associates.
2. Advisory committee members are expected to attend each IG committee call and actively engage in discussion and planning. A committee member who is unable to participate on any calls is responsible for notifying the IG chair in advance.
3. Advisory committee members who are unable to make the regular call time can arrange to contribute to the committee by overseeing ad-hoc tasks (webinar planning, networking events, etc.). The advisory committee must approve of this exception to attendance.
4. Advisory committee members who are absent for more than 50% of the year's calls may not be considered to complete the second year of their two-year term on the committee.

### F. Election/Selection Process

The following process is available for finalizing the IG advisory committee roster:

1. The advisory committee identifies nominees through a general call for volunteers with the membership.
2. New advisory committee members are selected and invited by current IG leadership, in partnership with AcademyHealth. Alternative opportunities can be provided for those who are not selected to the IG advisory committee. New advisory committee members (not including the chair) should be confirmed by mid-August. Standard notifications are provided for those who are selected and those who are rotating off the committee.