

AABP Committee Member Guidelines

- 1) Must be a current member of AABP.
- 2) Application to volunteer on a committee should be made to the committee chair and vice chair via email. Contact information is located on the committee page of the AABP website (<http://www.aabp.org/committees/committees.asp>)
- 3) In your email, please state your name, area of practice, and briefly state why you want to serve on the committee. If you have not received a reply to your request within one week please contact the AABP office.
- 4) The chair of the committee can make a recommendation to the Board of Directors to add your name to the committee typically after the annual conference. The board will then vote on the addition of new committee members and renewals.
- 5) Committee term length is 3 years with no more than two consecutive terms.
- 6) Committees may have a maximum number of members based on recommendations from the committee chair. If the maximum number is reached, members can ask to be placed on the committee waiting list for future application.
- 7) Students can request membership in the committee. Students are non-voting members of the committee but can participate in the list-serve discussions.
- 8) Requirements and expectations of committee member volunteers:
 - a) Actively participate in the committee. Most communication is done via list-serv emails. It is expected that all committee members will review the emails and actively participate in the discussions.
 - b) Suggested attendance at the committee meeting held at the annual conference at least once within your three year term.
 - c) Participate in other committee communication activities such as webinars and conference calls.
 - d) Provide guidance to the board of directors, executive committee, program committee and newsletter articles when requested.
- 9) At the discretion of the chair, and approval of the board, committee members may be nominated to a second three year term. Members who do not participate in committee activities may not be nominated or approved for a second term.
- 10) After serving two terms, committee members must go off the committee for one year before applying for another term.
- 11) Committee specific guidelines:
 - a) Nutrition Committee:
 - i) Nominees will be provided with the last committee report from our last annual meeting to gain an understanding into how the committee works.
 - ii) The Nutrition Committee chair will ask nominees how they would like to contribute to the committee.
 - iii) Participation in the committee includes the following responsibilities;
 - (1) Active communication:
 - (a) NutComm-L: this is a listserve that allows committee members to work together between annual meetings.
 - (b) Annual meeting (if able to attend; not a requirement)

- (c) Other: webinars, conference calls
- (2) Follow-through on commitments: task forces, subcommittees, etc.
- (3) Participation in special projects such as submission of information for the nutrition committee resource area in the AABP website, submission of scientific article abstracts or summaries, etc.