

2007 ITLS Committee Mandates

COMMITTEE: Access Committee

CHAIR: Bruce Patterson (Alberta)

MANDATE:

- Complete all components of the 2d edition of the Access course, including text, instructor guide, tests, and slides
- Identify and explore specific opportunities and reconnect with chapters already offering Access
- Market and plan for promotion of Access

DIRECTIONS:

- Conduct your committee activities as cost effectively as possible
- Keep the Chairs of the Editorial Board and/or the Board of Directors informed of all activities
- Keep the staff informed and involved with all activities
- Direct all correspondence through the ITLS office
- Schedule teleconferences a minimum of two weeks in advance
- Report all activities to the Board of Directors through minutes taken by staff and reports by the committee chair or designate

2007 ITLS Committee Mandates

COMMITTEE: Bylaws Committee

CHAIR: Neil Christen, MD, FACEP (Alabama)

MANDATE:

- Draft bylaw changes as identified by delegates and the Board of Directors and prepare for submission to the Board for review as per the bylaws

DIRECTIONS:

- Conduct your committee activities as cost effectively as possible
- Keep the Chair of the Board of Directors informed of all committee activities
- Keep the staff informed and involved with all committee activities
- Direct all correspondence through the ITLS office
- Schedule teleconferences a minimum of two weeks in advance
- Report all activities to the Board of Directors through minutes taken by staff and reports by the committee chair or designate

2007 ITLS Committee Mandates

COMMITTEE: Chapter Support Committee

CHAIR: Pete Gianas, MD* (Florida)

MANDATE:

- Review policy and procedure manuals of existing chapters according to the template provided
- Develop chapter operations manual
- Serve as a clearinghouse for information for chapters
- Assist chapters/training centres with their growth and development
- Work with the Conference Planning Committee to present the Chapter Coordinators and Medical Directors workshop at the International Trauma Conference
- Work with Global Development Committee to assist new chapters and training centres with their transition to ITLS
- Identify examples of growth and educational innovation worthy of recognition by ITLS

DIRECTIONS:

- Conduct your committee activities as cost effectively as possible
- Keep the Chair of the Board of Directors informed of all committee activities
- Keep the staff informed and involved with all committee activities
- Direct all correspondence through the ITLS International office
- Schedule teleconferences a minimum of two weeks in advance
- Report all activities to the Board of Directors through minutes taken by staff and reports by the committee chair or designate

2007 ITLS Committee Mandates

COMMITTEE: Communications Committee

CHAIR: Russell Bieniek, MD, FACEP* (Pennsylvania)

MANDATE:

- Review the Bulletin draft and advise staff of changes as appropriate
- Work closely with the staff to ensure that the ITLS Bulletin is published and posted on the home page and serves as a relevant communication vehicle
- Review and make recommendations to the Board to distribute information to existing and potential chapters
- Improve communications with chapters without electronic capabilities
- Contribute ideas and concepts for the ITLS Bulletin
- Develop, revise, and monitor web site
- Identify common key elements in a database
- Evaluate alternative methods of communication to members

DIRECTIONS:

- Conduct your committee activities as cost effectively as possible
- Keep the Board of Directors informed of all committee activities
- Keep the staff informed and involved with all committee activities
- Direct all correspondence through the ITLS office
- Schedule teleconferences a minimum of two weeks in advance
- Report all activities to the Board of Directors through minutes taken by staff and reports by the committee chair or designate

2007 ITLS Committee Mandates

COMMITTEE: Conference Planning Committee

CHAIR: Vickey Lewis, RN, BSN, CEN, EMT (North Carolina)

CO-CHAIR: Rita Chambers, EMT-P (Ohio)

MANDATES:

- Work closely with staff to develop and plan the educational content and program for the annual Conference including speaker selection
- Provide assistance to the staff with local arrangements in advance of the conference including reviewing and recommending facility conference rooms
- Provide assistance on site for the annual International Trauma Conference including serving as room monitors, introducing speakers and overseeing continuing education requirements
- Work with the designated subcommittee to present the ITLS Competition at the Conference

DIRECTIONS:

- Convene one on-site meeting at the conference hotel with staff, committee chair and local committee members, including other members via conference call
- Conduct your committee activities as cost effectively as possible
- Keep the staff informed and involved with all committee activities
- Direct all correspondence through the ITLS office
- Schedule teleconferences a minimum of two weeks in advance
- Report all activities to the Board of Directors through minutes taken by staff and reports by the committee chair or board liaison
- Identify committee members with a ribbon at the conference

NOTE:

The committee's role relates to the educational program. All other implementation details including contacts, negotiations and contracts with speakers and facilities as well as overall responsibility for the Conference rests with the staff. The business sessions will be planned with the Speaker, Board Chair and Board of Directors.

2007 ITLS Committee Mandates

COMMITTEE: Editorial Board

CHAIR: Donna Hastings, EMT-P (Alberta)

CHAIR Emeritus: John E. Campbell, MD, FACEP, Editor* (Alabama)

MANDATE:

- Review current literature and science relevant to ITLS with consideration for impact on curriculum
- Provide expert opinion to ITLS as an organization and develop position statements on matters relating to ITLS for external release
- Prepare and/or review articles for publication highlighting ITLS , specific courses and initiatives
- Review current student manuals, instructor manuals, audiovisual materials and evaluation tools for interim and subsequent edition changes
- Ensure that course materials are updated in a coordinated timely manner in co-operation with the publisher
- Responsible for liaison with the publisher
- Oversee the translations of ITLS products into languages other than English
- Ensure consistency and adherence to the ITLS principles for all content and materials bearing the ITLS logo and name
- Identify and consider future needs and potential for publications, curriculum development products and training for possible Board action. Review new proposals and products
- Provide leadership in material development for Pediatric ITLS, Access and other courses
- Provide recommendations for the annual International Trauma Conference

DIRECTIONS:

- Conduct one meeting at the International Trauma Conference and one meeting at ITLS headquarters, and conduct other business by conference call or other communication
- Provide draft educational materials to review group for comments
- Conduct committee activities as cost effectively as possible
- Keep the staff informed and involved with all committee activities
- Direct all correspondence through the ITLS office

- Schedule teleconferences a minimum of two weeks in advance
- Report all activities to the Board of Directors through minutes taken by staff and reports by the chair

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2007 ITLS Committee Mandates

COMMITTEE: Finance Committee

CHAIR: Sabina Braithwaite, MD, FACEP* (Virginia)

MANDATE

- Work closely with the Executive Director and Chair of the Board of Directors to develop an operating budget for the calendar/fiscal year and submit to the Board of Directors for approval
- Work closely with the Executive Director, accountant, and the Board to monitor the budget and financial impact of the Board's strategic plan on the budget
- Work closely with the Executive Director and accountant to monitor existing financial policies and procedures to ensure consistency with current operating structure and management services contract. Identify areas requiring policies and procedures and draft language for approval by the Board of Directors
- Work closely with the Executive Director to investigate, solicit and secure funding for ITLS with input from appropriate committees

DIRECTIONS:

- Conduct your committee activities as cost effectively as possible
- Keep the Board of Directors informed of all committee activities
- Keep the staff informed and involved with all committee activities
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- Schedule teleconferences a minimum of two weeks in advance
- Report all activities to the Board of Directors through minutes taken by staff and reports by the committee chair or designate

2007 ITLS Committee Mandates

COMMITTEE: Future Force II Committee

CO-CHAIRS: Tony Connelly Sr. Para. BSc.* (Northern and Yorkshire)
Pete Gianas, MD* (Florida)

MANDATE

- To assess the current chapter structure
- To assess the current training centre structure
- To assess methodology for delivering courses outside a chapter
- To determine how ITLS should deliver education to its students

DIRECTIONS:

- Conduct your committee activities as cost effectively as possible
- Keep the Board of Directors informed of all committee activities
- Keep the staff informed and involved with all committee activities
- Direct all correspondence through the ITLS office
- Schedule teleconferences a minimum of two weeks in advance
- Report all activities to the Board of Directors through minutes taken by staff and reports by the committee chair or designate

2007 ITLS Committee Mandates

COMMITTEE: Global Development

CHAIR: Tony Connelly Sr. Para. BSc.* (Northern and Yorkshire)

MANDATE:

- Identify opportunities and strategies whereby ITLS can expand its global commitment and presence
- Assist staff to foster the formation of new ITLS chapters and training centres with appropriate associations, institutions and organizations within new geographic regions
- Assist staff to respond to inquiries of a content or education nature from prospective and developing chapters
- Review new policy and procedure manuals
- Liaison with Chapter Support Committee
- Review all criteria and considerations surrounding the application for charters and training centres with staff and provide recommendations to the Board

DIRECTIONS:

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2007 ITLS Committee Mandates

COMMITTEE: **Nominating Committee**

CHAIR: Neil Christen, MD, FACEP* (Alabama)

- MANDATE:**
- Begin soliciting nominations on March 1, 2007.
 - Provide a list of nominees to each Chapter by September 1, 2007
 - Review and discuss all nominations for the three 2007 Board of Directors positions
 - Consider the overall balance and needs of the current Board. Use criteria based on geographic representation, professional background, relevant exposure and experience, level of commitment to ITLS at an international level and past demonstrated interactions and input to ITLS International
 - Categorize each candidate as not yet qualified or qualified nominee
 - Present nominations to the delegates and serve as the credentialing committee at the Annual Meeting (Business Session)
 - Solicit nominations for officer positions of Chair, Vice Chair, Secretary Treasurer and Member-at-Large
 - Present nominations to the Board of Directors meeting immediately following the Conference

DIRECTIONS:

- Conduct your committee activities as cost effectively as possible
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- Keep the staff informed and involved with all committee activities
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2007 ITLS Committee Mandates

COMMITTEE: Military/Tactical Task Force

CHAIR: William Pfeifer, MD, FACS* (Colorado)

MANDATE:

- Identify strategies whereby ITLS can expand its military commitment and presence
- Assist staff to foster the formation of new ITLS chapters or courses within the military
- Assist staff at working to get ITLS accepted as the training program for military personnel
- Coordinate with Editorial Board any publications pertaining to TEMS and the military, such as chapters, texts, simulation, instructor support, etc.
- Review all criteria and considerations surrounding the organization for within the military, and provide recommendations to the Board
- Develop polices and procedures as it relates to TEMS in ITLS

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- Report all activities to the Board of Directors through minutes taken by staff and reports by the committee chair or designate