WHAT IS EXPECTED OF CONGRESS AND COLLEGE COMMITTEE MEMBERS

When an individual accepts a committee appointment, that individual should become familiar with the following expectations:

- Committee members are expected to consistently attend regularly scheduled meetings for the entire duration of the meeting. Exceptions may occur based on personal emergencies, weather, airline issues, and other extenuating circumstances.

- Committee members should be familiar with the charge and existing work products of the committee.

- Before meetings, committee members are expected to review and be familiar with the agenda and all accompanying materials that will be sent by mail or electronically.

- Committee members are expected to maintain confidentiality of the agenda, agenda materials, discussions, work product and work plans of the committee.

- Committee members are expected to have expertise, current clinical experience or represent the perspective of a special group (eg, generalist, young physician) that will actively contribute to the discussions and work of the committee. Committee members should not be shy.

- Committee members are expected to make relevant and focused comments during discussions that will facilitate the efficiency of the committee. Committee members should avoid repeating themselves or points made by others except to express agreement or refine the argument.

- Committee members are expected to demonstrate flexibility in consensus building discussions and take into account the viewpoint of different types of providers (eg, generalists versus subspecialists; academicians versus private practitioners), regional differences in access (eg, rural versus urban), scientific evidence, cost-effectiveness, and other relevant factors.

- Committee members are expected to volunteer for their fair share of “homework” assignments between meetings and to meet deadlines.

- Many committees require writing. Writing skills should be such that a member can produce a coherent draft that may require some re-working, addition of evidence to support a position and editing. Committee members should be flexible in accepting revision of draft documents that they produce.

- Committee members volunteer their time and effort to provide an invaluable service to the Congress and the College.