

CVRAC Committee/ Executive Board Standard Operating Procedures

STANDING COMMITTEES

Section 1: The Executive Board will establish the following standing committees:

- A. Pre-hospital/AirMedical
- B. Trauma/Injury Prevention
- D. Acute Care/Education
- E. Ad Hoc committees to be assigned by Chair

The meetings of the standing committees are open to all members of the RAC and shall be held in a place suitable for conducting the business of the committee. Only the members of the standing committees are allowed to vote. The Chairs of each of these committees are responsible for the minutes of the meetings and the Secretary and Executive Director of the RAC must be provided a copy of the minutes to retain as permanent records.

All committees meets quarterly. The committees may choose to meet more often if actively working on a project.

Requests and suggestions are made during the committee meetings and, if they have merit, are brought before the regular board meetings.

Complaints are handled during the committee meetings and attempts to resolve them are made in house. If a satisfactory decision by all parties cannot be achieved, the matter is brought before the Executive Board to resolve the issue.

The chairperson is appointed by the RAC Chair

A quorum for conducting the business of each standing committee, Board of Directors, and Executive Board shall not be less than 50% plus 1 of the members of that committee. Meetings may be conducted by conference call.

The Standing Committees Chair must be a member of the Board of Directors

Attendance and meeting requirements are in the CVRAC Meeting SOP

Approved

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Section 2: Composition of the standing committees:

A. Pre-Hospital/AirMedical

The purpose of the Pre-Hospital/AirMedical committee is to provide oversight of Pre-Hospital care and AirMedical Transport. Yearly this committee will view the regional protocols and other task assigned by the Chair.

B. Trauma/Injury Prevention

The purpose of the Trauma/Injury Prevention committee is work on Trauma related topics of the CVRAC and to do Trauma PI for CVRAC. They also will help entities seeking Trauma Designation. Complaints/concerns for Trauma PI are submitted on a PI concern form to the Chair of the Trauma committee and reviewed at the quarterly PI meeting for input, recommendations and action to be taken. The committee will review the PI to make recommendations for Injury Prevention, and to the Acute Care/Education Committee for education.

C. Acute Care/ Education Committee

The purpose of the Acute Care/Education Committee is to handle topics related to Stroke and Cardiac care in CVRAC to review any PI reports related to Stroke or Cardiac Care. It will also assist entities to accomplish designation of their facility related to Stroke or Cardiac Care. They will use the data along with Trauma Data to make recommendations for educational needs.

D. Ad Hoc:

Ad Hoc committees may be formed at the discretion of the Chair or Board of Directors to work on projects for CVRAC.

Healthcare Coalition Committee- This is an Ad Hoc Committee: Participation or non-participation does not reflect on an entity's standing with CVRAC or affect any funding available.

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E. Executive Board

Structure is detailed in CVRAC Bylaws.

The Executive board will take care the daily business of CVRAC and update the Board of Directors at the next meeting.

The board will review and approve all financial documents of CVRAC such as check registers, expense reports etc., and review all invoices and checks to be paid.

Provide oversight of the standing committees.

Oversight and written evaluations of any CVRAC employee.

Assist with making all budgets for all CVRAC grants.