

COMMITTEE MEMBER RESPONSIBILITIES

The following are general responsibilities for all committee members:

- Provide support to committee chair
- Attend conference calls and committee meetings as scheduled (please note that the frequency of conference calls and meetings will vary from committee to committee. All conference calls are scheduled Monday – Friday from 8:00 AM – 5:00 PM Eastern)
- Respond to email communications in a timely manner
- Complete tasks as designated by the committee chair in concordance with the ASHI strategic plan
- Provide updates to the committee chair on the progress of assigned tasks
- Complete assigned tasks according to the developed timeline
- Monitor and stay within committee budget

The following are goals & responsibilities specific to individual committees:

DIVISION OF MEMBERSHIP SERVICES

Bylaws Committee:

Goals & responsibilities:

- Review and update the ASHI bylaws
- Prepare a summary of proposed bylaws changes and distribute them to the membership for comments
- Conduct annual bylaws forums to inform the membership of proposed bylaws changes and to receive input from the membership
- Update and maintain the ASHI Standard Policies and Procedures Manual (SPPM)
- Attend conference calls as scheduled (approximately 1 conference call is held per month; however, additional calls may be required during a bylaws amendment)
- Committee communication is primarily conducted via email
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible

Directors' Affairs Committee:

Goals & responsibilities:

- Assess needs of the Director members
- Provide benefits and services to meet those needs
- Develop and implement a plan for accessible continuing education
- Pursue updated demographics during membership renewals
- Identify areas of concern to directors and provide support, resolutions, or recommended policy changes
- Clarify CPT codes
- Funding for clinical research protocols
- Investigate new areas of testing such as post-transplant monitoring
- Director qualification criteria
- Attend conference calls as scheduled
- Committee communication is primarily conducted via email
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible

International Affairs Committee:

Goals & responsibilities:

- Assess needs of the international members
- Evaluate and provide benefits and services to meet those needs
- Discuss critical issues, such as: standards for histocompatibility testing (seek uniformity respecting local regulations), proficiency testing, International Summer School
- Establish and maintain relationships with sister groups (i.e. EFI and ASEATTA)
- Develop strategies to increase participation of international members in all relevant committees
- Attend conference calls as scheduled
- Committee communication is primarily conducted via email
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible

Membership Committee:

Goals & responsibilities:

- Review and periodically re-evaluate the membership dues structure
- Explore new benefits for the membership
- Pursue updated demographics during membership renewals
- Review applications for membership
- Propose new projects to increase/promote membership
- Review membership categories and criteria periodically
- Define what is of value to ASHI
- Market the value of ASHI membership
- Develop better tools for members' needs assessment
- Distribute ASHI membership promotional materials at related society meetings
- Participate in special projects
- Review of data and proposals
- Attend conference calls as scheduled
- Committee communication is primarily conducted via email
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible

Technologists' Affairs Committee:

Goals & responsibilities:

- Assess needs of the technologist members
- Provide benefits and services to meet these needs.
- Develop and implement a plan for accessible continuing education
- Work in conjunction with the Education Committee to assist with writing and review of educational modules for ASHI University
- Provide and/or recruit articles and Tech Tips for the Technologist Section of the ASHI Quarterly
- Work with the Membership Committee to help promote the new Technologist level ASHI membership as a means of increasing and diversifying participation within the organization
- Help promote/lead discussions within the Technologist Forum on the ASHI website to create a valuable problem-solving tool and educational resource
- Attend conference calls as scheduled
- Committee communication is primarily conducted via email
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible

DIVISION OF SCIENCE & EDUCATION

Education Committee:

Goals & responsibilities:

- Organize regional education workshops
- Evaluate mechanisms to support educational opportunities for the membership
- Perform duties and tasks as outlined in the Regional Education Workshop policies and procedures
- Select sites/speakers
- Solicit sponsorship
- Discuss meeting plans and speaker/topics at meetings with the committee
- Formulate and monitor budgets for all meetings
- Design and distribute promotional brochure to ASHI membership with assistance from ASHI executive office
- Attend conference calls as scheduled
- Committee communication is primarily conducted via email
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible

Education Committee: ASHI University Subcommittee

Goals & responsibilities:

- Develop technical modules such as Nomenclature, Microbead Technology, Probes and Primers as well as application modules on RFLP, Chip Technology, HLA-B27 Typing by Flow, Flow Antibody Identification Using Cells and Intracellular Cytokine Production
- Assist in development of future modules, such as Immunology, Serology, ELISA, Cellular, History of HLA and Transplantation, Quality Control and Quality Assurance, and Other Clinical Departments, i.e. Blood Banking, Pathology, Cytogenetics, etc.
- Ability to navigate Microsoft Word and PowerPoint
- Attend conference calls as scheduled
- Committee communication is primarily conducted via email
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible

Scientific and Clinical Affairs Committee:

Goals & responsibilities:

- Provide a forum and facilitate the exchange of scientific information
- Develop a common language for communicating within groups and with outside groups
- Identify new technologies
- Compile and disseminate essential scientific information to all ASHI members
- Prepare and publish timely peer-reviewed white papers on relevant and controversial topics for publication in journals
- Provide a forum at the annual meeting for panel discussions of controversial issues related to clinical histocompatibility
- Explore new developments in the science and technology of transplantation and immunogenetics
- Promote inter-discipline and inter-society studies of new methods for optimizing transplantation by assessing the immunological status of patients post-transplant
- Attend conference calls as scheduled
- Committee communication is primarily conducted via email
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible

DIVISION OF PROFESSIONAL STANDARDS

Proficiency Testing Committee:

Goals & responsibilities:

- Members are encouraged to suggest changes to the ASHI PT program, and to critically evaluate proposed changes
- Update survey report forms; evaluate forms and criteria in accordance with changing methodologies and nomenclature and in response to ASHI member concerns and suggestions
- Provide supplementary information to ASHI members to assist in improved laboratory performance and in response to specific request
- The committee is divided into subcommittees that are specific for each of the ASHI PT surveys. Depending on their areas of interest and expertise, members may choose to be part of one or more subcommittees.
- Participate in discussions concerning the grading of unusual, unexpected or complicated proficiency testing results, and to review the PT reports for errors before they are released
- Members are strongly encouraged to attend the PT committee meeting held annually at the ASHI Annual Meeting.

Quality Assurance and Standards Committee:

Goals & responsibilities:

- Refining and updating the ASHI Standards to encourage current best practices and prohibit those which are inappropriate
- Place great emphasis on making the Standards clear and concise
- Work is accomplished primarily through the review of emailed documents and discussion of these during conference calls
- Members are expected to attend as many such calls as is feasible. There is usually one conference call per month, but sometimes more to meet certain deadlines
- Members are also expected to attend the face-to-face meetings held at least annually immediately before and/or during the ASHI Annual Meeting

DIVISION OF COMMUNICATIONS

Publications Committee:

Goals & responsibilities:

- Coordinate with ASHI staff and ASHI committees to ensure consistency in all printed and electronic releases representing the society
- Evaluate the need to update publications such as the laboratory procedure manual
- Review all published materials to ensure the accuracy and integrity of all society documents within defined time lines (i.e. blast emails, promotional pieces, Membership Directory, ASHI Laboratory Manual, ASHI Quarterly)
- Work with major committees to develop corresponding areas on the website
- Attend conference calls as scheduled
- Committee communication is primarily conducted via email
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible

Web Committee:

Goals & responsibilities:

- Monitor all information posted on ASHI website
- Work with major committees to develop corresponding areas on the website
- Coordinate with the Education and Technologists' Affairs committee in the development of modules for ASHI University.
- Monitor the Digital Discussions page on the ASHI website
- Coordinate efforts on the ASHI web re-design project
- Attend conference calls as scheduled
- Committee communication is primarily conducted via email
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible