

The Volunteer Structure of AMIA Committees and Task Forces

AMIA has organized its volunteer structure to enable timely, thoughtful and effective decision making. AMIA's members are the core component in our organization and the reason that we are leading the way in transforming health care through trusted science, education, and practice of informatics. Our volunteer structure is organized to take advantage of the expertise and energies of our members and to promote opportunities for deep membership engagement. Members volunteer to share their passion and expertise in informatics and advance the profession by doing so.

AMIA's volunteer structure is organized around policies and practices that promote ethical and transparent interactions. AMIA diligently works to identify and incorporate best practices in volunteer management that help to mitigate risk and improve the workflow of the organization. The AMIA staff is responsible for maintaining handbooks, procedures and manuals that detail functions of the volunteer structure. Updates are done periodically and included for approval in the Board of Directors consent agenda.

Qualifications

AMIA committee and task force members shall be a member of AMIA in good standing. Committee and task force members have the overall responsibility for supporting the AMIA Board of Directors and carrying out the committee and task force charges as set forth by the Board. Specific composition, terms, roles and responsibilities are maintained in *AMIA's Committee Manual*.

Expectations

Committee and task force members are expected to:

- Support AMIA's mission
- Actively participate in the committee or task force meetings and notify chair if not able to attend
- Practice and promote transparency with all AMIA members
- Keep committee and task force materials and conversations confidential if requested

- Respond timely to the Board requests—standing committees report in person during the Board face-to-face meetings; other committees and task forces provide a report two times per year
- Support the majority decision of their respective committee and task force
- Adhere to *AMIA’s Conflicts of Interest Policy, Meeting Anti-Harassment Policy, Policy Regarding Speaking on Behalf of or Representing the Organization and Volunteer Reimbursement Policy.*

Composition

Standing committees, ad hoc committees, and task forces are charged with specific tasks as directed by their charters or by the Board. The committees and task forces report to the Board. AMIA has several standing committees as set forth in the *AMIA Bylaws*. AMIA’s standing committees assist the Board by preparing policy and guidance recommendations for Board consideration. AMIA’s standing committees are the executive, audit, finance and investment, nominating, membership and outreach, and education. Ad hoc committees and task forces assist the Board by examining a specific program or issue considered to be significant and are created and dissolved accordingly.

The Chair of each committee or task force is appointed by the Board Chair, unless otherwise specified in bylaws or governance documents, and approved by the Board. Standing committee chairs serve a maximum of two successive terms; term limits do not apply for ad hoc committees. Each committee and task force is also assigned a Board liaison and a staff liaison. The Board Chair may choose to serve ex-officio on any committee or task force.

In some cases, the proposed new committee chair will come from the previous committee’s members. In other cases, these new chairs will be from outside the current committee. The Board Chair works with the Board and/or the existing committee to recommend chairs that are strategically aligned with the organization and committee goals.

In order to promote opportunities for deep membership engagement, a two-part process is followed in the selection of committee and task force members. Part one includes an open call for participation sent to all members. In part two, the committee or task force chair and the Board Chair develop a list of recommended members drawn from the part one volunteer list as well as members they feel would

be a good fit for the committee or task force. The process should take into consideration the roles and responsibilities of the group, timelines, past member's service, and the future direction of the committee or task force. The committee chair will then develop a final committee list which will be forwarded to the Board for approval. The size of committees and task forces are flexible unless otherwise specified in bylaws or governance documents.

Committee and Task Force Positions

All committees will contain a Board liaison and a staff liaison. Roles and responsibilities are outlined below. Additionally, some committees may have positions held for members of other committees.

Board liaison

Board liaisons are current AMIA Board members that serve as connection between the Board of Directors and individual committees and other volunteer groups. The member in this role is responsible for attending all committee meetings and facilitating communication between the Board and the committee. Board liaisons are appointed and reviewed annually by the Board Chair.

Staff Liaison

Committees and task forces will include a staff liaison, which will be appointed by AMIA's CEO or COO to serve as a bridge, connecting and coordinating efforts to ensure smooth operations and efficient decision-making. Additional responsibilities include:

- Managing the information flow between the committee and AMIA staff.
- Building and maintaining strong relationships with committee or task force chair, members, and stakeholders.

Matrixed Liaison

Committees and task forces may include a matrixed liaison – a member that is a liaison between two or more committees. This position serves as a bridge for cross-functional collaboration between multiple AMIA committees or other volunteer groups. Matrixed liaisons are appointed by AMIA's Board Chair.

Resignation and Removal

Any committee or task force member may resign upon presenting their written resignation to the committee or task force chair. The resignation shall become effective immediately, or by mutual agreement between the committee or task force chair and member.

If a chair vacancy occurs before the end of the term, the Board of Directors shall immediately appoint a qualified individual to serve for the remainder of the unexpired term until the next regular cycle. The new chair will work with the existing committee to manage ongoing projects and complete project deadlines.

Upon recommendation by the group's chair or the Executive Committee, the Board Chair may remove a committee or task force member for any reason which they deem appropriate, including specific reference to convicted felonies, violations of the *AMIA Conflicts of Interest Policy*, *Meeting Anti-Harassment Policy* or excessive absences from meetings. Excessive absences refer to a committee or task force member missing a significant number of meetings without prior notification or valid justification. Additionally, difficulty in reaching the member or failure to respond to communications in a timely manner will be considered in decisions about dismissal from the committee post. Valid reasons for absences may include medical emergencies, family obligations, or professional conflicts, which should be communicated to the group's chair in advance when possible.

Before such removal, the committee member concerned shall receive written notification from the Board Chair and will be granted an opportunity to respond in writing to the Executive Committee.

Confidential information related to resignations and removals

All discussions and documents related to resignations or removals must be treated as confidential, shared only with relevant parties. Detailed records of all communications, discussions, and decisions regarding these matters should be securely stored and accessible only to authorized individuals, such as the Board Chair, Executive Committee, and designated officials involved in the process. All records should comply with applicable data protection regulations and organizational policies.

Conflicts of Interest

In their capacity as leaders of AMIA, members have an obligation to make decisions and conduct affairs of the organization based upon the desire to promote AMIA and its mission. *AMIA's Conflicts of Interest Policy* aims to educate leaders on what constitutes a conflict of interest or the appearance of a conflict of interest, to set standards for full disclosure of professional and relevant personal activities and relationships that created a conflict of interest or the appearance of a conflict of interest, to remedy and resolve conflicts of interest per AMIA's conflict of management options, and to encourage leaders to remain aware of and take initiative to manage, disclose, and resolve conflicts of interest appropriately.

To proactively address any potential conflicts of interest, each leader is required to annually complete and submit a conflict of interest (COI) disclosure form in January and as needed, to ensure such forms are complete and accurate at all times. COI disclosures and agreed to methods of management are summarized yearly on the internal AMIA website allowing all AMIA members to review the COI disclosures of leaders.

Meeting Travel Expenses

AMIA recognizes that our volunteer's time and contributions are vital to our success and achievement. In AMIA's role as a non-profit organization, we strive to be fiscally prudent. Standing committees meet in person at the AMIA Annual Symposium. Ad hoc committees and task forces may request to meet in person at the annual symposium. Members are expected to provide their own transportation and accommodations for meetings held at the annual symposium or other official AMIA meetings since it is expected members would otherwise be attending.

AMIA will reimburse members for travel when their presence is required for a specific event. If this is the case, members will receive travel information prior to the event and the reimbursement form will contain travel information. Unless otherwise noted, reimbursements will follow the rules specified in *AMIA's Volunteer Reimbursement Policy*.

Meeting Anti-Harassment Policy

AMIA is proud to be an organization of diversity and inclusion, and we want all members to have confidence in our collective commitment to efforts and actions that demonstrate that commitment regardless of age, disability, ethnicity, gender, gender identification, sexual orientation, race, or religion.

AMIA is committed to providing an atmosphere that is welcoming and that supports our goals for members to learn and grow professionally. Consistent with this commitment, it is AMIA policy that all participants at AMIA meetings will enjoy a welcoming environment that is professional, collegial, and harassment free. All participants at AMIA meetings are expected to behave in a courteous, professional and civilized manner and to refrain from demeaning, discriminating or harassing behavior or speech.

This policy applies to all participants including attendees, speakers, sponsors, exhibitors, guests, staff and contractors.

Unacceptable behaviors include:

- intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant at an AMIA meeting and in one-on-one communications carried out in the context of the meeting.
- harmful or prejudicial verbal or written statements or visual images (including presentation slides) related to age, disability, ethnicity, gender, gender identification, sexual orientation, race, religion, or other personal characteristics.
- unwelcome and uninvited attention, contact, or physical harm;
- real or implied threat of professional or personal damage.

Individuals who experience, witness, or become aware of unacceptable behavior at an AMIA meeting should report the incident to an AMIA staff member. Any person who has suffered physical harm or believes their physical safety is threatened should notify venue security or call 911.

AMIA reserves the right to remove an individual from a meeting without warning or refund, to prohibit an individual from attendance at future meetings, and to take such other actions as deemed appropriate by the AMIA Board of Directors.

Meeting Quorum and Rules of Order

A quorum for conducting official business at a meeting shall be a majority of its voting members. Meetings may be held in person or virtually (conference call or other synchronous means of communicating and all persons participating in the meeting are able to hear one another). Meetings need not follow *Robert's Rules of Order Newly Revise*¹ but should be held to allow all committee members to speak in polite order. The preference is for committees to make a recommendation based on consensus to the AMIA Board. If consensus is not reached, this will be reflected in the recommendation to the Board.

Any action required to be taken at a meeting may be taken without a regular meeting with a special notice from the Chair. These special meetings may take place via email using the process outlined below. Each special meeting shall be set in motion to address one issue only. If additional issues need to be addressed, a special meeting will be called for each issue.

AMIA follows the following process for special meetings:

- Special meetings will be chaired by the Committee Chair. The Chair designates a meeting secretary to assist in the process.
- An email is sent to Committee members detailing the proposed action and requesting a response. If a motion to table is received from a committee member within 24 hours of the email being sent, the motion will be tabled until the next scheduled committee meeting.
- An email reply is received from each Committee member with his/her vote.
- If all Committee members vote unanimously, the action is taken. If less than unanimous vote is received, the Committee may ratify the action at a Committee meeting.
- A written record of the vote will be recorded in the next scheduled Committee meeting notes.

Meeting recording tools are allowed if announced before the meeting and all members agree to be recorded. If AI is used to record, transcribe, or generate meeting minutes or notes, consent must be granted by all in attendance.

¹ <https://robertsrules.com/>



[See AMIA's Governance Structure](#)

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AMIA Governance Manual