The Volunteer Structure of AMIA
Committees and Task Forces

AMIA has organized its volunteer structure to enable rapid, 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 deeper 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 ethics and transparency. AMIA diligently works to identify and incorporate best practices in volunteer management that help to mitigate risk and improve the work flow for 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 are expected to 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 the mission of the organization
- Participate in committee and task force meetings (frequency varies by group)
- Keep committee and task force materials and conversations confidential
- Respond timely to organizational requests—standing committees report in person during the face-to-face meetings of the board; other committees and task forces provide a report two times per year
- Support the majority decision
- Be familiar with *AMIA's Conflict of Interest Pol*icy, *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 the Board and 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, governance, 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 of significant importance and are created and dissolved accordingly.

The Chair of each committee or task force is appointed by the Board President, 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 President 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 some cases, these new chairs will be from the outside. The Board President works with the AMIA office to recommend chairs that are strategically aligned and familiar with organizational goals including diversity, equity and initiatives and goals as approved by the AMIA Board.

In order to promote opportunities for deeper membership engagement, we strive to follow a two-part process in the selection of committee and task force members. Part one begins with the approved committee or task force chair, the Board President, and the staff developing a list of recommended members (including vice chairs). This process takes into consideration the roles and responsibilities of the group, timelines, past member's service, and the future direction of the committee or task force.

Part two (when applicable) is led by the AMIA office with an open call for participation sent to all members. Once the open call period has closed, the staff will send a list of those members who have indicated their interest to the new committee or task force chair. The committee chair will review the list using the same criteria above and will develop a final committee list which he or she will forward to the Board President for approval. The sizes of committees and task forces are flexible unless otherwise specified in bylaws or governance documents.

Resignation and Removal

Any committee or task force member may resign upon presenting his/her written resignation to the group's chair. The resignation shall become effective immediately.

Upon recommendation by the group's chair or the Executive Committee, the Board President may remove a committee or task force member for any reason which it deems adequate, including specific reference to convicted felonies, violations of the *AMIA Conflict of Interest Policy, Meeting Anti-Harassment Policy* or excessive absences from meetings. Before such removal, the committee member concerned shall receive written notification from the Board President and will be granted an opportunity to be heard at a meeting of the Executive Committee.

Conflict 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 Conflict 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.

In order to proactively address any potential conflicts of interest, each leader is required to annually complete and submit a disclosure form in January. 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.
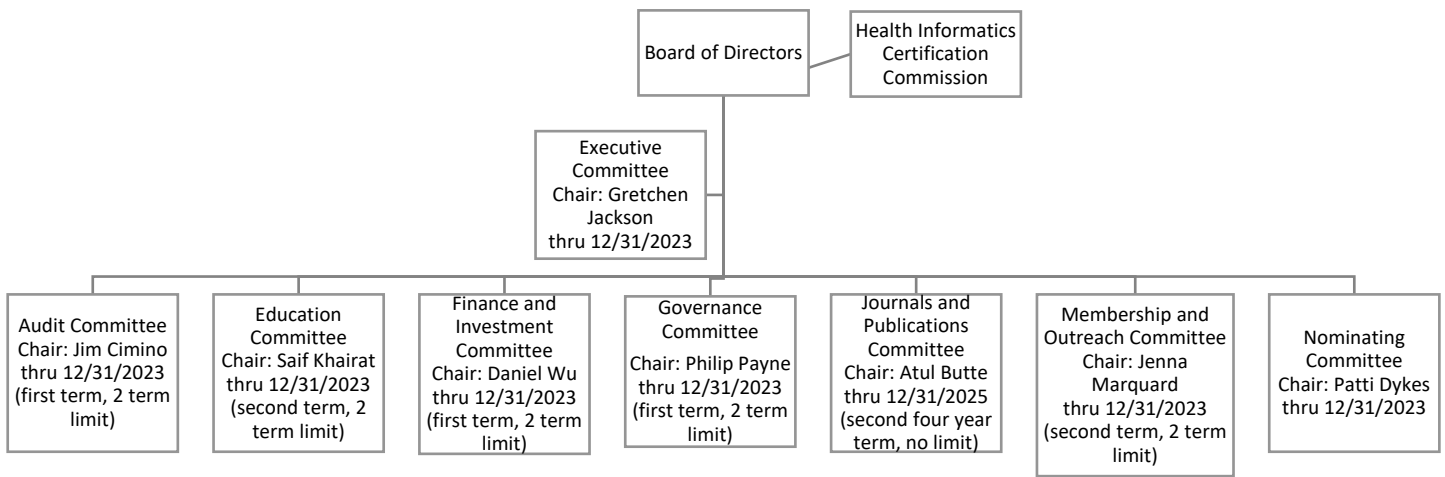
Meeting Quorum and Rules of Order

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 as long as all persons participating in the meeting are able to hear one another). Meetings follow *Robert's Rules of Order Newly Revised* unless they are in conflict with AMIA bylaws or other recognized procedures or rules AMIA has adopted or established as practice.

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 minutes.

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                    │ Directors       │───│ Informatics     │
                    │                 │   │ Certification   │
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                         │ Executive       │
                         │ Committee       │
                         │ Chair: Gretchen │
                         │ Jackson         │
                         │ thru 12/31/2023 │
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Audit Committee Chair: Jim Cimino thru 12/31/2023 (first term, 2 term limit)	Education Committee Chair: Saif Khairat thru 12/31/2023 (second term, 2 term limit)	Finance and Investment Committee Chair: Daniel Wu thru 12/31/2023 (first term, 2 term limit)	Governance Committee Chair: Philip Payne thru 12/31/2023 (first term, 2 term limit)	Journals and Publications Committee Chair: Atul Butte thru 12/31/2025 (second four year term, no limit)	Membership and Outreach Committee Chair: Jenna Marquard thru 12/31/2023 (second term, 2 term limit)	Nominating Committee Chair: Patti Dykes thru 12/31/2023

Health Informatics Certification Commission
Ad Hoc Committee

AMIA has establishing the Health Informatics Certification Commission to govern, oversee, and be responsible for the Health Informatics Certification Program. The commission will have its own operating guidelines which may be amended by the Commission and are subject to the approval by the AMIA Board of Directors except as indicated below.

AMIA is committed to support the Certification Commission and health informatics credential through:

- supporting the Commission's autonomy in decision making over essential certification activities;

- including and supporting the health informatics credential in AMIA activities and communications;

- assuring funds for activities essential to the maintenance and growth of the certification program, including ongoing operations, periodic funding needs (e.g., job analysis), and extenuating circumstances (e.g., to redress a breach of security); and

- maintaining fiduciary oversight of the relationship between AMIA and the Program.

The Commission is committed to:

- maintaining the program in accordance with industry standards;

- providing sound fiscal management that covers ongoing and planned expenses;

- providing AMIA members an appropriate membership discount reflective of AMIA's support of the credential;

- including an AMIA-appointed Commission member;

- incorporating recognition of AMIA in Program branding as appropriate;

- contributing any excess annual revenue above expenses to AMIA to support the maintenance of AMIA financial reserves; and

- providing status reports to the AMIA Board documenting compliance with this agreement.

The Commission has a detailed charter and guidelines that detail the operational details of the certification program. Certification in the Program by the Commission is intended to be a benefit to the public in employing members of the health informatics profession, as well as a benefit to members of the health informatics profession in providing benchmarking and criteria for quality and safety for the services those members provide. The purpose of the Commission is to develop, manage, and oversee

the Program, including the process through which qualified health informatics professionals can apply for and receive certification, with that process being (1) valid, credible, inclusive and transparent according to this Charter and (2) consistent with AMIA's nonprofit and tax exempt purposes and mission.

The Commission's principal responsibility is to oversee the Program and to periodically report on that Program to the AMIA Board of Directors. Responsibilities will include development of criteria for qualification to apply for certification; certification exam item writing, construction, validation, administration, and scoring; communication with applicants and those who have received certification; communication regarding the Program with the public; and the processes by which all of these are undertaken.

The Commission shall be and remain separate, independent, and autonomous with respect to all essential certification decisions, functions, and operations. The Commission is delegated autonomy by the AMIA Board of Directors in the Commission's decision-making regarding all aspects of certification, including application criteria, exams and testing, program policies, and recertification requirements, subject to periodic reporting to the AMIA Board of Directors. Commission members are not required to be AMIA members.

Executive Committee
Standing Committee

The Executive Committee has general oversight of the Board, and is authorized to make decisions on behalf of the Board in the intervals between meetings only to the extent that it knows how the Board would act on a given topic. The Executive Committee reviews the major issues facing the organization, weighing pros and cons and making preliminary decisions, to be ratified by the Board as a whole at a Board meeting. When the Board has taken action on a matter, the Executive Committee may take further actions on that matter only if consistent with the Board's original position. The Executive Committee may not reverse what the Board has done or cause AMIA to act in a manner contrary to the Board's last action on that matter. When the Board has not taken action on a matter, then the Executive Committee may act for the Board and with the authority of the Board, including in a manner that binds AMIA. The Executive Committee also serves as AMIA's Compensation and Governance Committee.

Composition

The Executive Committee consists of five officers.

The five officers are:
- President
- President-Elect or Past-President (the two positions do not serve concurrently)
- Secretary
- Treasurer
- CEO

Election

Four Executive Committee members serve as a result of their election by AMIA's voting members (President, President-Elect/Past-President, Secretary, and Treasurer). The CEO serves as a result of his/her employment.

Term

The Executive Committee term is two years and coincides with the term of the Board President.

Committee members take office on the first day of the calendar year following their election unless a position is vacated and filled, in which case the vacancy is filled as soon as possible. All committee members, except the CEO are voting members.

Meetings

Executive Committee meetings are called at the request of the President or a majority of Executive Committee members.

Attendance

Executive Committee members are expected to attend all Executive Committee meetings.
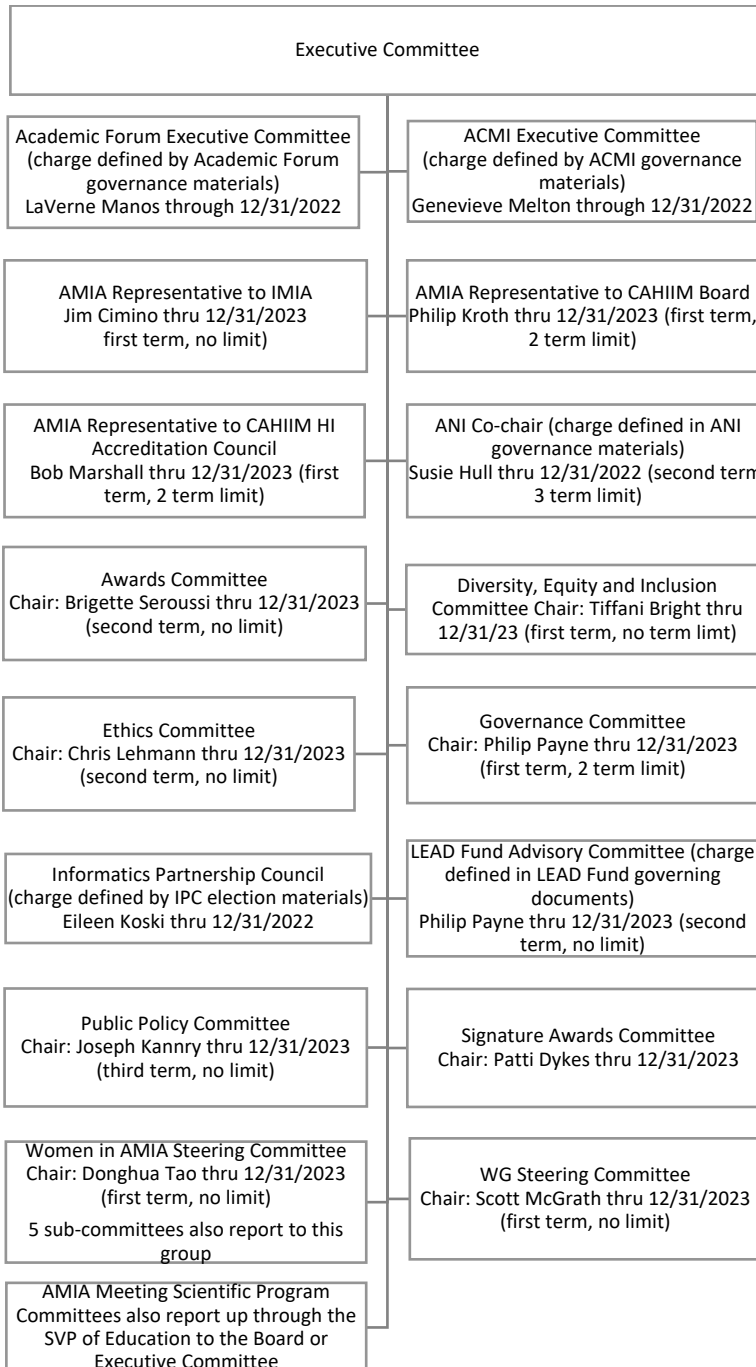
Quorum

A quorum for conducting official business at a meeting of the Executive Committee shall be three voting members one of whom shall be the President, President-Elect or Past-President. Meetings may be held in person or virtually (conference call or other synchronous means of communicating as long as all persons participating in the meeting are able to hear one another). The CEO is a non -voting member.

Roles and Responsibilities

The specific roles and responsibilities of the Executive Committee are to:

- Govern
    - Serve as the Board's proxy in the intervals between Board meetings only to the extent that it knows how the Board would act on a given topic. If the Board has taken action on a matter, the committee may take further action on that matter only if consistent with the Board's original position. The committee may not reverse what the Board has done or cause AMIA to act in a manner contrary to the Board's last action.
    - Act on a matter when the Board's has not taken a position on a matter or the Board's position is not clear. The committee may act for the Board and with the authority of the Board, including in a manner that binds AMIA. The Board gives the committee a general, ongoing, blanket delegation to take action on any matter in which the Board has not previously acted.
    - Report any Executive Committee decisions or actions to the Board
    - Review AMIA's bylaws, governance manual, committee manual and operating documents to ensure compliance with AMIA policies
    - Review and revise roles and responsibilities of committees
    - Oversee the operations of AMIA
    - Serve as an advisor to the CEO
    - Review and approve the proposed budget prior to presentation to the Board
    - Review and approve significant unbudgeted expenses (25K and over)
    - Review and approve AMIA's Form 990 prior to presentation to the Board
    - Provide oversight to AMIA's retirement plan
    - Review and approve requests to borrow funds on behalf of AMIA when periods are expected to exceed 90 days (periods less than 90 days require Treasurer approval)

- Conflict of Interest
    - Determine whether the CEO or any volunteer leader has a conflict of interest per *AMIA's Conflict of Interest Policy*
    - Establish management options for identified conflicts of interest

- Personnel/Compensation
    - Serve as AMIA's compensation team regarding overall staff salary and benefit packages
    - Review the CEO and decide on all compensation issues for him/her

- Ad hoc committees, task forces and special volunteers reporting to this committee

- o   Academic Forum Executive Committee
- o   ACMI Executive Committee
- o   AMIA Representative to CAHIIM Accreditation Council
- o   AMIA Representatives to CAHIIM Board of Directors
- o   AMIA Representative to IMIA
- o   ANI Co-chair
- o   Awards Committee
- o   Ethics Committee
- o   Informatics Partnership Council
- o   LEAD Fund Advisory Committee
- o   Public Policy Committee
- o   Signature Awards Committee
- o   Women in AMIA Steering Committee
- o   Working Group Steering Committee

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                    │        Executive Committee          │
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Academic Forum Executive Committee (charge defined by Academic Forum governance materials) LaVerne Manos through 12/31/2022	ACMI Executive Committee (charge defined by ACMI governance materials) Genevieve Melton through 12/31/2022
AMIA Representative to IMIA Jim Cimino thru 12/31/2023 first term, no limit)	AMIA Representative to CAHIIM Board Philip Kroth thru 12/31/2023 (first term, 2 term limit)
AMIA Representative to CAHIIM HI Accreditation Council Bob Marshall thru 12/31/2023 (first term, 2 term limit)	ANI Co-chair (charge defined in ANI governance materials) Susie Hull thru 12/31/2022 (second term, 3 term limit)
Awards Committee Chair: Brigette Seroussi thru 12/31/2023 (second term, no limit)	Diversity, Equity and Inclusion Committee Chair: Tiffani Bright thru 12/31/23 (first term, no term limt)
Ethics Committee Chair: Chris Lehmann thru 12/31/2023 (second term, no limit)	Governance Committee Chair: Philip Payne thru 12/31/2023 (first term, 2 term limit)
Informatics Partnership Council (charge defined by IPC election materials) Eileen Koski thru 12/31/2022	LEAD Fund Advisory Committee (charge defined in LEAD Fund governing documents) Philip Payne thru 12/31/2023 (second term, no limit)
Public Policy Committee Chair: Joseph Kannry thru 12/31/2023 (third term, no limit)	Signature Awards Committee Chair: Patti Dykes thru 12/31/2023
Women in AMIA Steering Committee Chair: Donghua Tao thru 12/31/2023 (first term, no limit) 5 sub-committees also report to this group	WG Steering Committee Chair: Scott McGrath thru 12/31/2023 (first term, no limit)
AMIA Meeting Scientific Program Committees also report up through the SVP of Education to the Board or Executive Committee	

Academic Forum Executive Committee and ACMI Executive Committee

The Academic Forum Executive Committee and ACMI Executive Committee operational details are found in the *Academic Forum Policies and Procedures* and the *ACMI Governance Manual.*

AMIA Representative to CAHIIM Board

The AMIA representative serves on the CAHIIM Board of Directors. The CAHIIM representative is responsible for representing the voice and vote of AMIA to CAHIIM. So long as AMIA remains a member of CAHIIM, the CAHIIM representative will be selected by and from the voting members of the AMIA board. The CAHIIM representative is expected to support the mission of both organizations, keep meeting materials and conversations confidential, respond timely to organizational requests and be familiar with *AMIA's Conflict of Interest Policy* and *AMIA's Policy Regarding Speaking on Behalf of or Representing the Organization*. The CAHIIM representative term is three years with a maximum of two successive terms.

AMIA Representative to CAHIIM Accreditation Council (HIAC)

The HIAC representative serves on the CAHIIM Health Informatics Accreditation Council. So long as AMIA remains a member of CAHIIM, the HIAC representative will be selected by and from the voting members of the AMIA board. The HIAC representative is expected to support the missions of both organizations and to support the interests the informatics field. The council recommends accreditation decisions to the CAHIIM Board of Directors about accreditation standards and policies to be used in making individual accreditation decisions and recommendations. The council makes all accreditation decisions and recommendations free of any influence of the AMIA board but will report decisions of the CAHIIM council to the AMIA board. The HIAC representative term is three years with a maximum of two successive terms.

AMIA Representative to IMIA

The IMIA representative is responsible for communicating the views of and representing the voice and vote of AMIA to IMIA (the International Medical Informatics Association). So long as AMIA remains a member society of IMIA, the IMIA representative will be selected by the AMIA board. The IMIA representative is expected to support the mission of both organizations, keep meeting materials and conversations confidential, respond timely to organizational requests and be familiar with *AMIA's Conflict of Interest Policy, AMIA's Policy Regarding Speaking on Behalf of or Representing the Organization,* and *AMIA's Volunteer Reimbursement Policy*. The IMIA representative term is two years and coincides with the term of the Board Chair.

Special note: In 2007, IMIA approached AMIA and COACH about creating a North American region of IMIA because IMIA wanted to have a North American represented on their board. AMIA and COACH agreed that they would share such a seat since neither wanted to establish an official North American region. In 2008, David Bates began his 3-year term and in 2011, it transferred to Elizabeth Borycki. In 2014, it transferred to John Holmes and since Medinfo changed to a 2-year cycle, AMIA and COACH agreed to change the rotation term to 2-years. The transition to COACH happened in January, 2016 and then COACH had another transition in mid-2017 and a new person was put into place. AMIA agreed that it made the most sense to leave the board representation with COACH in 2018 and 2019 and change the

terms to two consecutive two year terms. AMIA served from 2020-2021 and COACH will serve in 2022 and 2023.

AMIA Representative to IMIA's Special Interest Group on Nursing Informatics.   The representative to the IMIA Nursing Informatics Special Interest Group represents the AMIA Nursing Informatics Working group within IMIA. This is an elected NIWG position. The operational details and term information are found in the *Nursing Informatics Working Group Operating Guidelines.*

ANI Co-chair

AMIA and HIMSS will each appoint an informatics nurse to serve as a co-chair of ANI based on the following guidelines (1) the position will be appointed by the board of directors of each organization, (2) the position can be a volunteer or staff member but must have expertise in the field of nursing informatics and (3) co-chairs will serve a two year term of office with the possibility of re-appointment up to a maximum of three terms. Co-chairs should coordinate with their respective organizations their appointments to assure a continuity of knowledge in the leadership roles. The outgoing co-chair will serve in an ex-officio role to ANI for a term of one year. Operational details are found in the *ANI Operating Guidelines.*

Awards Committee

Ultimate responsibility for AMIA Awards rests with the Board of Directors. The Board appoints the Awards Committee to select and coordinate the awards presented at AMIA meetings including the Student Paper Award Competition and working group awards. Award details are maintained in separate documents maintained by the AMIA office.

Diversity Equity and Inclusion Committee
The Diversity, Equity, and Inclusion Committee guides and executes AMIA's strategic goals and objectives related to diversity, equity, and inclusion. Additionally, when it comes to biomedical and health informatics science and practice, there is a natural intersection with health equity that enables the identification and tracking of disparities in health and healthcare as well as the design, implementation, and evaluation of informatics-enabled interventions at the micro-, meso-, and macro-levels. The impact of health disparities spans five application domains: translational bioinformatics, clinical research, consumer, clinical and public health informatics. The Diversity, Equity, and Inclusion Committee also directs specific attention to AMIA's mission and its intersection with systematic (systemic/structural) racism and health equity.

Ethics Committee

Reviews policies and procedures of AMIA programs to ensure that high ethical standards are maintained and recommends policies about conflicts of interest and types of conduct that should be discouraged, as well as procedures for discipline, if needed. The committee is also responsible for periodic review of the *Code of Professional Ethical Conduct for AMIA* to ensure the document reflects current practice and thinking of the Board.

The committee also has a special COI panel that oversees AMIA's conflict management process and serves as an intermediary between members, leaders, and the Board. The panel serves to advise the Board on specific issues with ethical implications for members or leaders. The panel will include five

AMIA members selected by the chair of the Ethics Committee and one member will be appointed (by the Ethics Committee chair) as the panel chair. The panel chair will serve as a member of the Ethics Committee (with vote) and the Ethics Committee chair will serve as an ex-officio member of the panel. Panel members will be approved by the Board Chair for a 2-year term coinciding with AMIA's bi-annual committee process.

Informatics Partnership Council (formerly the Industry Advisory Council)

Provides an ethical and objective environment within which corporate member participants can identify shared vision and address common issues, suggest strategy and direction for the Board and develop programs and special events for the AMIA community.

Special Note: The IPC elects a Chair and Vice Chair with nominations open to all active members of the IPC whose organizations' corporate memberships with AMIA are in good standing. The chair serves a one-year term with a three-term limit and also serves as the non-voting ex officio representative to the Board. The Vice Chair will serve a one-year term with no term limit. The operational guidelines and details of the IPC remain the responsibility of the Corporate Relations Department.

LEAD Fund Advisory Committee

The committee promotes the value of informatics in transforming health and healthcare by establishing sustainable financial resources that can support awards, scholarships, and grants. The committee is responsible for development and execution of plans to solicit individual and organizational donors who will financially support the LEAD Fund, monitoring the financial performance and sustainability of the LEAD fund and the development and execution of plans to distribute financial resources and recognize donors. Operational details are found in the *AMIA Leadership and Education Award Donation (LEAD) Fund Governing Document.*

Public Policy Committee

The committee recommends advocacy issues and activities and identifies critical areas for AMIA's strategic advocacy engagement for Board approval. The committee works with AMIA's policy consultant, staff, and Board to develop annual work plans which support the strategic directions set by the Board. The committee works with the staff in developing and reviewing draft submissions in response to requests for comments in support of AMIA positions and helps prepare position papers on matters of public policy. The committee strives to have a Vice Chair that studies under the current committee Chair and is able to be appointed for the next open term. Overlapping terms of committee members is desired for political and policy consistency. The committee will strive for a balance of experience in returning members and new members.

The operational details of policy statement preparation, response to comments, the Annual Invitation Health Policy Conference, and Hill Day remain the responsibility of the Policy Department.

Signature Awards Committee

The Signature Awards Committee selects the New Investigator Award, Donald A.B. Lindberg Award for Innovation in Informatics, Don Eugene Detmer Award for Health Policy Contributions in Informatics, William W. Stead Award for Thought Leadership in Informatics and the Virginia K. Saba Informatics

Award. The Morris F. Collen Award given by ACMI and the Martin Epstein Student Paper Award are also considered Signature Awards.

The committee chair is the Board President-elect (or Immediate Past Board President), the Awards Committee Chair, the ACMI Awards Committee Chair, AMIA CEO, and the current Board President. AMIA's CEO and select senior staff serve on the committee without vote. The committee assists with the nomination process for Signature Awards by stimulating nominations. Award details are maintained in separate documents maintained by the AMIA office.

Women in AMIA Steering Committee

The Women in AMIA Steering Committee facilitates discussion and initiatives to grow opportunities for women in AMIA supporting the organizational vision that AMIA prospers through diverse members who are supported and empowered to reach their career goals.

The committee's goals are to facilitate discussion and initiatives to grow opportunities for women in AMIA; aid women in AMIA to reach their goals and advance their careers; and promote equal opportunity and treatment of women in our field.

The committee will work with other member groups to accomplish the goals through training, networking, mentoring, recruiting, encouraging, and facilitating. The steering committee includes the chair who is selected during AMIA's regular committee process as well as leaders of each of the subcommittees who are selected by the committee chair in collaboration with the board chair and staff. The subcommittees work on specific initiatives identified as high-priority by the Board in the strategic plan. Current subcommittees include:

- Awards and Leadership. The subcommittee will identify, encourage, and enable women in applying for and obtaining leadership positions, awards, and professional recognition within and outside of AMIA.

- Career Advancement. The subcommittee will facilitate activities that educate women about navigating the appointment, promotion and/or tenure process for women.

- Networking/Mentoring and Lifecycle. The subcommittee will create new networking and mentoring opportunities for women in AMIA as well as opportunities for women to interact around issues of work/life balance at different life stages and help develop programs that support lifecycle issues at AMIA meetings.

- Pathways. The subcommittee will identify opportunities to expose girls and young women to informatics. The subcommittee will work with other volunteer groups in AMIA with the goal to increase the number of women in AMIA and retain the women in AMIA in the early stages of their career development.

Working Group Steering Committee

The Working Group Steering Committee identifies trends and interests in biomedical and health informatics and oversees the Working Groups who exist to address the interests of AMIA's members. The committee is responsible for communicating the vision and policies of the Board, serving as advocates on behalf of all Working Groups to the Board, and mentoring the working group leadership.

AMIA Scientific Program Committees for AMIA Summits, Conferences and Symposia

Each meeting has a Scientific Program Chair and a Scientific Program Committee. The SPC is responsible for the scientific content of the meeting, with additional roles played by the staff, in accordance with the goals and directions of the association. The *Meetings Manual* describes the guidelines for meetings to ensure efficient and effective coordination among the volunteers and staff.

SPC Chair's are appointed as far in advance as possible and follow the guidelines set forth in governance manuals (the Board Chair will recommend the meeting chair and present to the Board for approval). SPCs report to the AMIA Board typically through AMIA's Senior staff and have a significant and multi-year connection through AMIA's annual planning and budget cycles.

Audit Committee
Standing Committee

The Audit Committee's primary function is to assist the Board of Directors in fulfilling their financial and compliance oversight responsibilities. The Audit Committee reviews audit reports to ensure internal controls and sound financial management. The committee has a direct relationship with the outside auditors ensuring an open and transparent process and direct reporting of the outside auditors to the Board. The committee is a subcommittee of the Board.

Composition

The Audit Committee consists of a committee chair, who is an AMIA board member with significant financial expertise, and at least two other board members with an understanding of auditing and experience with financial operations. The Treasurer, CEO and finance staff serve as ex-officio advisors to the committee.

Term

The Audit Committee term is two years and coincides with the term of the Board President.

Committee members take office on the first day of the calendar year following their appointment unless a position is vacated and filled, in which case the vacancy is filled as soon as possible. All committee members are voting members.

Meetings

The committee meets as many times as the committee deems necessary. The committee is to meet in separate executive sessions with the outside auditors at least once annually and at other times when considered appropriate.

Attendance

Committee members are expected to attend all committee meetings.

Authority

Subject to the prior approval of the Board, the Audit Committee is granted the authority to investigate any matter or activity involving financial accounting and financial reporting, as well as AMIA's internal controls including governance, ethics, executive compensation and performance. In that regard, the committee will have access to AMIA's external professionals to render advice and counsel in such matters.

Roles and Responsibilities

The specific roles and responsibilities of the Audit Committee are to:

- Review and reassess the adequacy of this charter annually and propose changes to the Executive Committee for approval.
- Review with the AMIA staff and outside auditors the organization's accounting and financial reporting controls. Obtain annually in writing from outside auditors a letter regarding the adequacy of such controls.
- Review with the AMIA staff and outside auditors significant accounting and reporting principles, practices, and procedures applied by AMIA in preparing its financial statements. Discuss with the outside auditors their judgments about the quality—not just the acceptability—of AMIA's accounting principles used in financial reporting.
- Review the scope and general extent of the outside auditors' annual audit. The committee's review should include an explanation from the outside auditors of the factors considered in determining the audit scope, including the major risk factors. The outside auditors should confirm to the committee that no limitations have been placed on the scope or nature of their audit procedures. The committee will review the fee arrangement with the outside auditors.
- Inquire as to the independence of the outside auditors and obtain a formal written statement delineating all relationships between the outside auditors and AMIA, including other consulting work being performed by the outside auditors for AMIA or any relationship that AMIA staff may have to the audit firm.
- At the completion of the annual audit, review with the AMIA staff and the outside auditors the following:
  o Results of the audit of the financial statements and the related report therein and, if applicable, a report on changes during the year in accounting principles and their application.
  o Significant changes to the audit plan, if any, and serious disputes or difficulties the AMIA staff encountered during the audit. Inquire about the cooperation received by the outside auditors during their audit, including access to all requested records, data, and information.
  o Ask the outside auditors about any disagreements with the AMIA staff that, if left unresolved, could have caused them to issue a nonstandard report on AMIA's financial statements.
  o Other communications as required to be conveyed by the outside auditors by Statement of Auditing Standards 61, as amended by SAS 90, relating to the conduct of the audit. Further, receive a written communication provided by the outside auditors concerning their judgment about the quality of the organization's accounting principles as outlined in SAS 61 and amended by SAS 90, and confirm that they concur with the AMIA staff representation regarding audit adjustments.
  o Discuss with the AMIA CEO the quality of AMIA's financial and accounting personnel. Also, elicit the comments of the CEO regarding the outside auditors' responsiveness.
  o Meet with the CEO and the outside auditors to discuss any "material" or "serious" recommendations that the outside auditors may have. Typically, such recommendations will be presented by the outside auditors in the form of a "letter of comments and recommendations" to the committee. The committee should review any responses to the letter and receive follow-up reports on action taken.
- Recommend to the Board the selection, retention, or termination of the outside auditors.
- Generally, as part of the review of the annual financial statements, receive an oral report from AMIA's general counsel regarding legal and regulatory matters that may have a material impact on financial statements.

Education Committee
Standing Committee

The Education Committee's primary function is to advise, develop, support, and continuously evaluate a comprehensive approach to educational and practice-based training opportunities for members and others, as determined by the strategic priorities of the Board and the learning needs of AMIA's various audiences. The committee reports to the Board.

Composition

The Education Committee consists of a committee chair, who is an AMIA member with non-profit volunteer experience and broad expertise in Biomedical and Health Informatics education, and at least three other members. The Education Committee shall be populated by leaders from key education focused constituencies within AMIA including individuals with the following areas of expertise and/or who are able to represent their respective sub-communities within the broader AMIA community-of-practice:

- Undergraduate curriculum development and/or pedagogy

- Graduate curriculum development and/or pedagogy

- Professional curriculum development and/or pedagogy

- Research workforce development

- Practitioner workforce development

- Continuing professional development

- Current undergraduate, graduate and/or professional trainees in the field of Biomedical and Health Informatics

- Industry perspectives on workforce development and practice-focused learning needs therein

- Faculty perspectives on workforce development and practice- and research-based learning needs therein

Desired professional backgrounds on the committee may include physicians, dentists, pharmacists, nurses, and other clinicians; health information technology professionals; computer scientists and systems developers; policy-makers; public health professionals; biomedical engineers and bioinformaticians; consultants and vendor representatives; medical librarians; academic researchers and scientists.

Term

The Education Committee term is two years and coincides with the term of the Board President. Committee members take office on the first day of the calendar year following their appointment unless a position is vacated and filled, in which case the vacancy is filled as soon as possible. All committee members are voting members.

Meetings

The committee is to meet as many additional times as the committee deems necessary, and will meet in-person at least once a year during the course of a regularly-scheduled AMIA meeting or event.

Attendance

Committee members are expected to attend all committee meetings.
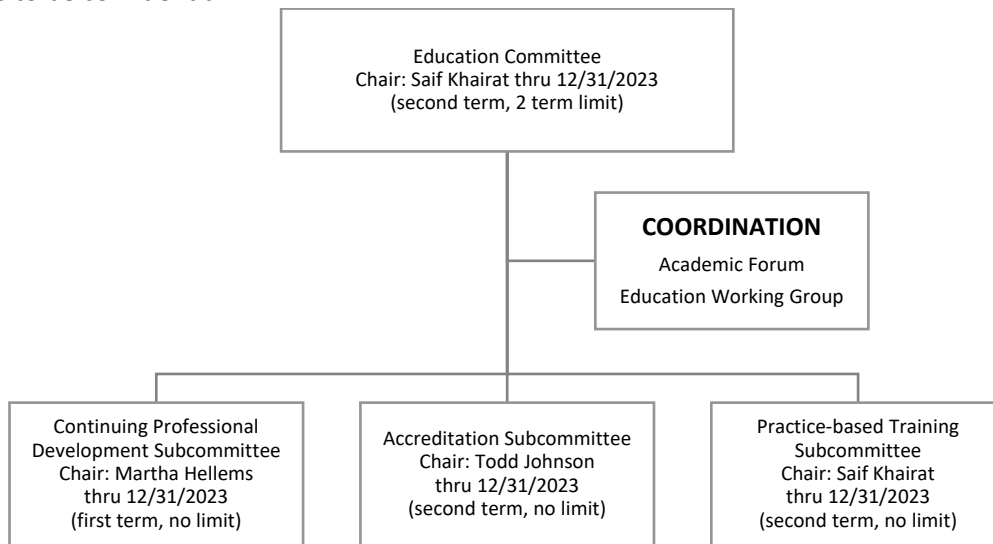
Roles and Responsibilities

The specific roles and responsibilities of the Education Committee are to:

- Review and reassess the adequacy of this charter annually and propose changes to the Board's Executive Committee for approval.

- Make recommendations and monitor AMIA's portfolio of educational activities through a strategic, integrated, mission driven program of work that is responsive to the recommendation of the board and its task forces and responsive to individual members, their educational needs, and suggestions.

- Review and evaluate the quality of educational materials and faculty/subject matter experts.

- Support the Continuing Education (CE) mission AMIA by assuring the professional staff is serving the members needs with adequate programming in CME, CNE, etc.

- Collaborate with key components in AMIA to ensure that educational offerings support strategic goals. These groups include the Academic Forum, other committees, working groups, and AMIA meeting chairs.

- Guide and support the implementation of practice-based training to be delivered by AMIA in both in-person and on-line formats (including workshops and other training activities that occur during AMIA conferences and summits, as well as content made available asynchronously through AMIA's learning management system).

- Provide advice on opportunities to enable AMIA's voice to influence the shaping of the field through education programs and partnerships.

- Coordinate activities as is necessary and appropriate with the Academic Forum and Education Working Group.

- Ad hoc subcommittees, task forces and special volunteer groups reporting to this committee:

    o   Practice-based Training Subcommittee

    o   Accreditation Subcommittee

    o   Continuing Professional Development Subcommittee

- Each of the preceding ad-hoc subcommittees will be populated with between 5-7 members who have relevant expertise, including a designated chair that is selected by the committee chair in collaboration with the board chair and staff. Subcommittee chairs and committee members serve two-year terms without limit.

All members of this committee and subcommittees will be charged with the duties described herein, to be executed in a manner consistent with the strategic objectives and interests of AMIA. In order to do so, members will be expected to comply with AMIA's code of ethics, disclose any and all relevant conflicts of interests, and consider the deliberations of the committee as they relate to the intellectual property developed by or on behalf of AMIA in the context of the committee's deliberations and activities to be confidential.

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│      Education Committee         │
│  Chair: Saif Khairat thru 12/31/2023 │
│    (second term, 2 term limit)   │
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                 │
          ┌──────────────────────┐
          │     COORDINATION     │
          │    Academic Forum    │
          │ Education Working Group │
          └──────────────────────┘

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│ Continuing Professional │ Accreditation Subcommittee │ Practice-based Training │
│ Development Subcommittee │ Chair: Todd Johnson │ Subcommittee │
│ Chair: Martha Hellems │ thru 12/31/2023 │ Chair: Saif Khairat │
│ thru 12/31/2023 │ (second term, no limit) │ thru 12/31/2023 │
│ (first term, no limit) │ │ (second term, no limit) │
└────────────────────┘  └────────────────────┘  └────────────────────┘
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Continuing Professional Development Subcommittee

The Continuing Professional Development Subcommittee provides guidance for AMIA's Continuing Professional Development (CPD) including CME, CNE, and other forms of credit relevant to members. It includes advising and supporting the professional education requirements needed for AMIA members to maintain certifications, credentials, stay current with advances in the field, or prepare for more advanced roles.

Accreditation Subcommittee

The purpose of this committee is to serve as the primary interface between AMIA and the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) to achieve the goals of AMIA's participation in CAHIIM and the Health Informatics Accreditation Council (HIAC). The committee will report to the Education Committee and the HIAC chair will be a member of the education committee.

Practice-based Training Subcommittee

The Practice-based Training Subcommittee is responsible for translating community-wide practice analysis and educational needs assessments into actionable strategies for implementation by the organization's Education Department, contextualized by the Board's strategic priorities. This includes: 1) the development of models, frameworks, and standards for the delivery of practice-oriented training during the course of AMIA conferences and summits, as well as content made available asynchronously through AMIA's learning management system; 2) assessing the qualifications and expertise of faculty participating in such programs; and 3) ongoing evaluation of and reporting on the efficiency and impact of the aforementioned educational activities. Given the broad scope of its charge, as is needed, this subcommittee can establish, populate, and retire task forces as are needed to inform and support its activities.

Finance and Investment Committee
Standing Committee

The Finance and Investment Committee's primary function is to monitor the financial health of AMIA and ensure that its assets are protected, its resources are used properly, and that AMIA complies with all applicable laws and reporting requirements. The committee reports to the Board.

Composition

The Finance and Investment Committee consists of a committee chair, who is an AMIA member with financial expertise, and at least two other members with an understanding of non-profit budgets, finances and investments. The AMIA Treasurer, CEO and finance staff serve as ex-officio advisors to the committee.

Term

The Finance and Investment Committee term is two years and coincides with the term of the Board Chair. Committee members take office on the first day of the calendar year following their appointment unless a position is vacated and filled, in which case the vacancy is filled as soon as possible. All committee members are voting members.

Meetings

The committee is to meet at least quarterly and as many additional times as the committee deems necessary.

Attendance

Committee members are expected to attend all committee meetings.

Roles and Responsibilities

The specific roles and responsibilities of the Finance and Investment Committee are to:

- Review and reassess the adequacy of this charter annually and propose changes to the Executive Committee for approval.
- Review with the AMIA staff the organization's accounting and financial reporting controls.
- Review financial and investment policies and recommend any proposed changes to the Board for approval.
- Monitor implementation of AMIA's investment reserve policy and review and approve rebalancing recommendations.
- Review monthly investment reports and recommend to the Board the selection, retention, or termination of the outside investment advisor.
- Review monthly financial reports including cash flow statements, balance sheets and income statements for current month and year to date.
- Review the annual budget and recommend any proposed changes to the Board.

Governance Committee
Standing Committee

Charges will be added when approved by AMIA board.

Membership and Outreach Committee
Standing Committee

The Membership and Outreach Committee's primary function is to ensure the effective and appropriate involvement of AMIA members in the organization by monitoring membership communication, structures, benefits, and services including publications. The committee reports to the Board.

Composition

The Membership and Outreach Committee consists of a committee chair, who is an AMIA member with non-profit volunteer experience, and at least three other members.

Term

The Membership and Outreach Committee term is two years and coincides with the term of the Board Chair. Committee members take office on the first day of the calendar year following their appointment unless a position is vacated and filled, in which case the vacancy is filled as soon as possible. All committee members are voting members.

Meetings

The committee is to meet as many additional times as the committee deems necessary.

Attendance

Committee members are expected to attend all committee meetings.

Roles and Responsibilities

The specific roles and responsibilities of the Membership and Outreach Committee are to:

- Review and reassess the adequacy of this charter annually and propose changes to the Executive Committee for approval.
- Monitor the needs of the membership and potential members through membership communications, structures, recruitment and retention.
- Monitor and recommend research, communications, privileges, benefits, and services for members.
- Monitor and recommend modifications to communications, privileges, benefits and services to attract new individuals to AMIA membership. The operational details of member services and benefits remain the responsibility of the Member Services Department.
- Liaise with working groups of AMIA and coordinate with appropriate committees and task forces to ensure the needs of members are being met through the working group program.

Nominating Committee
Standing Committee

The Nominating Committee's primary function is to ensure the effective and appropriate involvement of AMIA members in the organization through the annual election process. Beginning with the strategic plan, the Nominating Committee decides on the variety of skills and expertise that are desired at the Board table. A central function of the Nominating Committee is to ensure appropriate turnover and diversity among AMIA leadership. It is important that the committee guard against the recycling of a small central core of members in leadership positions by identifying and recruiting candidates from more junior members who have not historically been involved in AMIA leadership positions, as well as from other underrepresented membership groups. The committee reports to the Board.

Composition

The Nominating Committee consists of a committee chair, who is AMIA's immediate Past Board President, the Board President, and at least three other members with a background of volunteer service to AMIA. The AMIA CEO serves as ex-officio advisors to the committee.

Term

The Nominating Committee term is two years and coincides with the term of the Board President. Committee members take office on the first day of the calendar year following their appointment unless a position is vacated and filled, in which case the vacancy is filled as soon as possible. All committee members are voting members.

Meetings

The committee is to meet as many additional times as the committee deems necessary.

Attendance

Committee members are expected to attend all committee meetings.

Roles and Responsibilities

The specific roles and responsibilities of the Nominating Committee are to:

- Review and reassess the adequacy of this charter annually and propose changes to the Executive Committee for approval.
- Review governance and election policies and recommend any proposed changes to the Board for approval.
- Develop an annual recruitment plan that takes into account the expertise, perspective, judgment and resources needed in new Board members.
- Ensure that each panel of nominations includes significant representation from junior members, and other unrepresented groups.

- Barring in unusual cases where an individual possesses special skills, the committee should avoid re-nominating individuals for a position they have held in the previous five years (except in the case of Directors serving two consecutive terms).
- Review potential candidates and present nominees for the Boards approval.
- Ensure that the elections are conducted according to *AMIA's Bylaws.*

Journals and Publications Committee
Ad hoc Committee

The Journals and Publications Committee oversees AMIA's journals, partner-journals, and publications, including monitoring relations with and the performance of the journals' publishers and editors, developing and reviewing policies on matters that affect the journals, and advising the AMIA Board of Directors on topics pertaining to journals and publication. The committee will work closely with the AMIA Board of Directors evaluating the overall strategy of AMIA's journals and publications and recommending changes. The committee reports to the Board.

Composition

The Journals and Publications Committee consists of an odd number of AMIA members that will have experience in publishing representing the scientific, editorial, peer-reviewer, contributor and informatics community. The committee chair is appointed for a four year term by every other incoming AMIA Board Chair (since this committee serves a longer-term, incoming and outgoing Board Chairs work closely together on new appointments when applicable). The AMIA CEO, and appropriate staff will serve as ex-officio members of the committee without vote.

Each member of the committee will abide by *AMIA's Conflict of Interest Policy* and will sign a non-disclosure agreement and not disseminate any propriety or confidential information. Editors or associate editors of other informatics journals whether affiliated with AMIA or not, are not eligible to serve on the committee. Editorial board members are eligible to serve and have a duty to recuse themselves from conversations that may have real or perceived conflicts.

Term

The Journals and Publications Committee term is four years. The committee will work closely with journal editors and their editorial boards. The complexity and need for consistency in committee leadership is paramount. The committee chair and members serve a four year term which are renewable without limit. AMIA leadership takes into consideration periodic member turnover while also maintaining consistency and historical knowledge. This committee is not typically in the open call for volunteers unless there is a specific need as identified by the committee chair and staff liaison.

Committee members take office on the first day of the calendar year following their appointment unless a position is vacated and filled, in which case the vacancy is filled as soon as possible. All committee members are voting members.

Meetings

The committee is expected to meet quarterly with one face-to-face meeting at the AMIA Annual Symposium, and *ad hoc* meetings may be held as deemed necessary.

Attendance

Committee members are expected to attend all committee meetings.

Roles and Responsibilities

The specific roles and responsibilities of the Journals and Publications Committee are to:

- Review and reassess the adequacy of this charter annually and propose changes to the Executive Committee for approval.

- Recommend governance and structural changes to ensure journals retain editorial independence.

- Work with AMIA editors, editorial boards, AMIA Board and AMIA staff on publication strategy, direction, policy and communications issues that arise to ensure one coordinated AMIA strategy.

- Work with the EICs and AMIA staff on the business and financial operations of journals and publications. EICs coordinate with the AMIA COO on budget requests and overall operational efficiency and marketing of journals. The EICs do not report to the AMIA office for any aspect of peer-review. Editorial independence of the EICs will be absolutely protected and respected by the AMIA office and Board.

- Review reports, documents and existing arrangements of owned journals and publication partnerships. The committee will have full access to financial information for AMIA-owned journals including revenue and expense statements, budgets, and actual results.

- Evaluate opportunities for AMIA to extend its publishing brand including affiliations with other journals and establishing new journals according to the overall AMIA publications strategy.

- Advise staff and board on new and renewing publication contracts. Contract negotiations with publishers remain with the AMIA office and AMIA Board with the committee serving in an advisory role.

- Prepare an annual evaluation of the JAMIA, JAMIA Open, and affiliate journal EICs that will be reported to and discussed with the AMIA Board of Directors. The committee will use criteria and key performance indicators agreed to by the AMIA Board and the EICs. Criteria is established in writing annually.

- In the event of a planned or unplanned vacancy in EICs, serve as the editorial search committee. The committee may also include additional ad hoc committee members during the search process.

- Advise staff and board on new and renewing editor contracts/agreements. Contract negotiations with editors remain with the AMIA office and AMIA Board with the committee serving in an advisory role.

- Ad hoc committees, task forces and special volunteers reporting to this committee
  - ACI Editor in Chief
  - ACI Open Co-editors in Chief
  - JAMIA Editor in Chief
  - JAMIA Open Editor in Chief

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│        Journals and Publications Committee │
│              Chair: Atul Butte             │
│  thru 12/31/2025 (second four year term, no limit) │
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| ACI Editor
Chris Lehmann
(terms not defined by AMIA nor controlled by our process until Chris retires and then AMIA will be consulted on the selection) | JAMIA Editor: Sue Bakken thru 12/31/2026 (second term, contractual) | JAMIA Open Editor: Neil Sarkar thru 12/31/2025 (second term, contractual) |