

UTAH SOCIETY FOR RESPIRATORY CARE

The USRC Policy and Procedure Manual contains, but is not limited to, the general organizational structure, job descriptions, templates and processes to support the Society's professional membership.

*Policy and
Procedure
Manual*



Utah Society for Respiratory Care Policy and Procedure Manual

USRC Mission: *The USRC exists to inspire, engage, educate, and mentor Respiratory Therapists, and to advocate for respiratory health.*

Core USRC Strategies: *Education, Advocacy and Membership*

Core Values: *Integrity, Accountability, Respect, Transparency, Efficiency, Focused, Open-mindedness, and Communication*



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Utah Society for Respiratory Care Policy and Procedure Manual

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USRC PRESIDENTS			
Year(s)	Name	Year(s)	Name
	AAIT – Utah Chapter	2014	Laurie Myers <i>(resigned, completed by Kim Bennion)</i>
1971-1980	Joyce Wanta	2015	Kim Bennion <i>(resigned, completed by Scott Daniel)</i>
1980	Kay Andrews	2016-17	Dawn Fielding
1981	Karen Hillier	2018-19	Dre Bender
1982	Rick Lorenzen	2020-21	Jenny Humes
1983	Mike Kerns		
1984	Larry Page		
1985	John L. Smith		
1986	Sandy Metcalf		
1987	Loren Greenway		
1988	Joyce Wanta		
1989	Georgine Bills		
1990	Anita Austin		
1991	Laura Rogers		
1992	Valarie Thomas		
1993	Gary Clawson		
1994	Robert Guenter		
1995	Steve Jester		
1996	Georgine Bills		
1997	Chris Davis		
1998	Kirt Day		
1999	Jim Keenan		
2000	Paul Eberle		
2001	Kay Andrews		
2002	Jerry Lake		
2003	Tom Castle		
2004	Max Eskelsen		
2005	Wendee Hagland		
2006	Paul Eberle		
2007	Brenda Holmes <i>(resigned, completed by Paul Eberle)</i>		
2008	Troy Whittaker		
2009	Lisa Trujillo		
2010	Janelle Gardiner		
2011	Kim Bennion		
2012	Amber Galer		
2013	Laurie Myers		



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Policy #: 001

Subject: **USRC Policy and Procedure Manual Overview**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

The Utah Society for Respiratory Care (USRC) will utilize a policy and procedure manual to guide the actions and decisions of the Board of Directors.

Procedure:

- Will be reviewed by President-Elect in the year prior to taking office of President
- The President-Elect will present a draft of the Policy and Procedure manual for the Board of Directors for consideration no later than August 31 of their year in the office of as President-Elect. This draft allows time for finalization prior to the December Annual USRC Business Meeting for an effective date of January 1 of the next year.
- The Board of Directors will have 30 days to review the submitted draft of the Policy and Procedure Manual.
- Any corrections, comments, suggestions, and/or additions should be submitted directly to the President-Elect within the 30-day review period.
- All comments will be incorporated by the President-Elect into a final draft and sent to the Board of Directors for approval by majority vote during the October Board of Directors' meeting in preparation for the December Annual USRC Business Meeting for an effective date of January 1 of the next year
- The contact information of the USRC will be unless otherwise decided by the Board of Directors:

Utah Society for Respiratory Care
3875 Stadium Way, Dept 3904
Ogden, UT 84408-3904
Web: UtahSRC.org
Phone: (801) 626-7071 Fax: (801) 626-7075
Email: utahsrc@gmail.com



Utah Society for Respiratory Care Policy and Procedure Manual

Policy #: 002

Subject: **Additions/Changes to Policy and Procedure Manual**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

All additions or changes to the current policy and procedures manual must be reviewed and approved by the Board of Directors.

Procedure:

- Any member of the Board of Directors or Committee Chair may submit changes to existing policies or procedures or recommendation for a new policy and procedure to the President.
- All submissions must utilize the Policy and Procedure template of the manual and include justification for the addition/change using Track Changes.
- The President will submit recommendations to the Board of Directors for consideration at the next scheduled Board Meeting.
- If the President deems it necessary, he/she may submit the recommendations to the Board of Directors prior to the Board meeting.
- The Board of Directors must review submissions and approve any additions/changes to the manual by a majority vote.



Utah Society for Respiratory Care Policy and Procedure Manual

Policy #: 003

Subject: **Attendance at Board of Directors Monthly Meetings**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

- All Board members must attend 80% (approximately 9 of 11) of scheduled monthly meetings.
- The President must be notified of all absentee Board members with a reason prior to the Board Meeting unless an emergency exists. The next year's calendar is given out in the December Business Meeting, which provides ample opportunity for Board members to attend. Committee members should attend the Board meetings as indicated to provide progress reports.

Procedure:

- If a Board member will be absent and as a professional courtesy, the Board member will notify the President and Secretary that they will miss the meeting preferably by seven (7) days prior to the meeting unless an emergency occurs. This notification allows the President to reschedule the meeting if a quorum will not be present.
- If a Board member is to be absent, any required/requested reports will be submitted in writing to the Secretary. Any additional items should also be provided to the President in writing before the meeting to facilitate communication to the Board.
- Absent/Excused Board members are responsible for reviewing the meeting minutes for "action items" assigned to them during the meeting and completed prior to the Board Meeting.
- The President may request the resignation of any Board of Director member who misses two consecutive meetings or if less than 80% attendance occurs in one year. Also, the Board of Directors has the power to declare an office vacant by two-thirds (2/3) vote, upon refusal, neglect, or inability of any Board member to perform the duties of that office. The absentee office member shall receive a written notice of vacancy.



Utah Society for Respiratory Care Policy and Procedure Manual

Policy #: 004

Subject: **Conflict of Interest Statement**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

The Utah Society for Respiratory Care recognizes the diverse interests of its members. Occasionally, members of the Board of Directors may have associations with an external entity that will cause conflict in their ability to speak about and/or vote on resolutions and actions brought before the Board. This policy allows the Board of Directors to disclose, on a regular basis, conflicts that may exist.

Procedure:

- On an annual basis, the USRC will require each member of the Board of Directors to fill out a Conflict of Interest (COI) statement (Appendix A).
- The COI statement yearly completion deadline is by January 31st and may be completed by paper or electronic methods.
- USRC Board of Directors COI statements will be kept by the USRC Secretary and remain accessible to the President or their designee. The Secretary will create a spreadsheet showing the completion of the COI forms and list any disclosed conflicts. This form will be confidential and will only be accessible by the President or their designee.
- The President will ask for any change in COI quarterly (January, April, July & October). Any Board member who has a change in their COI status must update their COI Statement at that time.
- Board members are expected to disclose a COI during the course of any discussion that may not have been disclosed on their original COI statement.
- The President will review the COI forms prior to the meeting and identify any potential COI issues. The President will speak with the Board member prior to the meeting or discussion about a potential COI.
- A perceived or real COI may necessitate a Board member having to remove themselves from a relevant discussion and vote. The Board member, in consultation with the President, will reach that decision before the discussion begins.
- Any Board member suspected of violating this policy may be subject to having a formal complaint filed with the Board of Directors.

Notes:

External Entity – A corporation, association, organization, or special interest group which may have a formal and/or informal relationship(s) with the Utah Society for Respiratory Care.

Conflict of Interest- A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional-interest or public-interest.



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Appendix A:

1. Conflict of Interest Statement

References:

1. AARC HOD Conflict of Interest (COI) Disclosure policy; AARC Policy No.: BOD.028 (2018)
2. AARC By-laws – as amended November 2019
3. Conflict of Interest Definition.
<https://www.merriam-webster.com/dictionary/conflict%20of%20interest>



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Policy #: 005

Subject: **Professional Conduct**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021 January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

It is expected that all Board members, committee chairs, and committee members will:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals
- Actively maintain and continually improve their professional competence and represent it accurately
- Divulge no confidential information regarding any USRC related activities or financial documents unless disclosure is required by law or approved by the USRC Board of Directors
- Refuse to participate in illegal or unethical acts and shall refuse to conceal illegal, unethical, or incompetent acts of others
- Comply with applicable state or federal laws
- Avoid any form of conduct that creates a conflict of interest and follow the principles of ethical business behavior
- Encourage and promote appropriate stewardship of resources

Procedure:

Any Board member suspected of violating this policy may be subject to having a formal complaint filed with the USRC Board of Directors. As severity dictates, individuals may be reported to the Utah Division of Professional Licensing and/or removed from office/committee.



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Policy #: 006

Subject: **Leadership Development**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

It is the expectation that all Board members and committee chairs mentor another individual during their term to assume their respective Board position (or at least run for election if an elected office).

Procedure:

- Board members should be in frequent contact with members of the association. During these times, Board members should be on the lookout for members who show an interest in serving on the Board and who demonstrate the qualities that make a good leader.
- Committee chairs should evaluate their committee members for potential candidates to become the future chair of the committee. If no individual seems appropriate for the chair position, additional committee members should be sought, or the chair should mentor current members in developing them as a suitable candidate.



Utah Society for Respiratory Care Policy and Procedure Manual

Policy #: 007

Subject: **Job Description**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

- All USRC Board of Directors and committee chair positions shall have a job description. All Board members and committee chairs are responsible for reviewing the job description content for their position and completing all tasks, assignments, and other duties contained in that description.

Procedure:

- The President, President-Elect, and/or Immediate Past-President is responsible for reviewing and updating all job descriptions annually, including the assignment of general and specific charges for each position.
- All job descriptions and annual changes must be presented to the Board of Directors for approval prior to distribution.
- Current job description will be posted for candidates to review as part of the annual nomination and election process.
- The USRC Secretary will ensure that all incoming Board members and committee chairs receive a copy of their job description at the Annual Business meeting or no later than December 31st of each year.



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Policy #: 008

Subject: **USRC Committees**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

All USRC standing and ad hoc committees will have general and specific charges assigned annually and will be required as indicated to report at each monthly USRC Board meeting.

- The USRC President will appoint ad hoc committees if needed.
- The President, President-Elect, and/or immediate Past-President is responsible for reviewing and updating all general and specific charges assigned to all committees.
- All charges must be presented to the Board of Directors for approval prior to distribution.
- The USRC Secretary will ensure that all incoming Board members and committee chairs receive a copy of committee charges at the Annual Business meeting or no later than December 31.

Procedure:

As outlined in the USRC Bylaws, the standing committees of the USRC include:

- Membership
- Budget and Audit
- Judicial
- Nominations and Elections
- Program and Education
- Bylaws
- Publications and Public Relations

Ad Hoc Committees

- Community Benefit and Partnerships
- Student Representatives
- Sputum Bowl Committee
- Mentorship



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Policy #: 009

Subject: **Board of Director Meetings**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

The Board of Directors shall hold 11 monthly meetings during the calendar year unless otherwise approved (i.e., summer meeting, quorum not available).

Procedure:

- All Board of Director meetings will be advertised on the USRC website.
- All Board of Director meetings will follow Roberts Rules of Order and will be conducted from an agenda that identifies the meeting date, meeting location, and web conference information as available. The basic agenda template will include the following:

AGENDA

1. Call To Order/Welcome
2. Roll Call / Determination of Quorum
3. Guest Introduction (when appropriate)
4. Approval of Minutes
7. Approval of Phone / Email / Executive Committee Votes
8. Old Business
9. New Business
9. Officer Reports
 - a. Treasurer
 - b. President
 - c. President-Elect
 - d. Delegate
 - e. Vice President
 - f. Immediate Past-President
 - g. Secretary
10. Committee Reports
11. Other Business / Adjournment

- The President is responsible for the creation of the agenda with assistance from the Secretary and Executive Committee. Any Board member wishing to have an item placed on the agenda will communicate with the President at least two (2) days prior to the meeting for his/her approval. If approved, the President will notify the Secretary to have the item placed on the agenda.
- A majority of the Board of Directors shall constitute a quorum at any meeting of the board.
- Any member of the USRC may attend the Board of Director meetings. As a professional courtesy, it is requested that the Secretary and President be notified at least seven (7) days prior to the meeting.



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- All guests attending the Board of Director meetings will be recognized at the start of the meeting or upon their arrival should the meeting begin before they arrive.
- All guests may view documents reviewed by the Board of Directors while attending the meeting.
- No documents may be removed from the meeting without the expressed consent of the Board of Directors.
- The President and Board of Directors reserve the right to enter into an “Executive Session” at any time and for any duration they deem necessary to conduct the business at hand.
- Members not on the Board of Directors will be asked to step out of the meeting until sensitive issues have been addressed.



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Policy #: 010

Subject: **Executive Session of the Board of Directors**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

All Executive Sessions of the Board of Directors shall be held in accordance with the Society policy and Robert's Rules of Order.

Policy Amplification:

- The Executive Session is an important mechanism for conducting the confidential business of the Board of Directors
- All items discussed during the Executive Session shall be held in strict confidence by all who are in attendance and may not be divulged to individuals other than the Board of Directors.
- The Board of Directors shall review the actions of a member of the board who is suspected of violating this policy.
- A member of the Board found to be in violation of this policy shall be subject to disciplinary action up to and including removal from office.
- Any Executive Session information that is germane to the effective functioning of the Board of Directors shall be disseminated to all Board members in the most timely fashion possible (e.g., Executive, Budget, and other special committees' business and rough drafts of proposed documents).

Procedure:

- Any member of the Board of Directors may request, approve, and the President may announce the start of an Executive Session at any point during a meeting of the Board of Directors.
- Once an announcement is made regarding the start of the Executive Session, all non-elected Board members and guests must leave the meeting room.
- At the discretion of the Board of Directors, other invitees may attend the session on an as-needed basis.
- Minutes are not taken during an Executive Session. All recording devices and laptops are turned off. Discussions during an Executive Session are sensitive and should be kept confidential.



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Policy #: 011

Subject: **Electronic Voting**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

Votes are routinely taken by the Board of Directors at monthly meetings to approve changes in policy, a specific task, action plan, the ability to exceed a budgeted expense, and more. Also, a vote of the Board may be required between scheduled meetings on an urgent matter that cannot wait until the next regularly scheduled meeting.

Procedure:

- Board members wanting to introduce a motion must first contact the President to have the motion recognized. Motions are then posted by the President or their designee.
- The President will then contact a different Board member to obtain a “second” on the motion.
- Once the motion is recognized by the President and seconded, it will be introduced to the Board in a message from the Secretary or other designee.
- The motion posted will include the originator of the motion, the individual who seconded the motion, the deadline for discussion, and voting. A quorum of support must be reached to pass a motion and will be tracked by the President.
- The discussion period is normally five (5) business days and the voting period is normally 3-5 days.
- However, if the motion is urgent, the President can authorize a shorter time period as an exception. The minimum time period should not be less than 48 hours. The subject line of any e-mail will indicate that a motion is urgent.
- An online voting tool can be used to facilitate the e-voting, or the President will manually track all responses.
- Only one motion should be active with the Board at one time.
- The Secretary or other designee will report the results via an email to the entire Board.
- Abstention votes will be recognized as well as yes or no votes. The motion will be ratified at the next Board of Directors meeting.
- The originator of the motion will be notified of the Board of Directors’ action by the President or their designee via e-mail. Official notification will occur after the Board of Directors’ ratification at the next Board meeting and reflected in the meeting minutes.



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Policy #: 012

Subject: **Expense Reimbursement**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

It is recognized that Board members, committee chairs, and other volunteers will incur expenses to attend USRC functions during the year. Also, individuals may purchase items for use by the USRC, utilizing personal funds. To ensure financial burdens are not placed upon individuals, certain expenses will be eligible for reimbursement. In all cases of reimbursement, the total reimbursement may not exceed the amount budgeted for the expense without the approval of the Board of Directors. Prior approval for reimbursement is recommended, but special circumstances will be allowed for post reimbursement.

Procedure for Reimbursement of Budgeted Expenses

- Payment for the purchase of items or services included in the current operating budget may be requested by completing a USRC Expense Form (Appendix B)
- If the request is for a check to make the actual purchase or pay for a service, the form should reflect the payee's name. The expense form should be sent to the Treasurer along with an invoice for the expenditure. Once payment is completed, an original receipt should be obtained and sent to the Treasurer within 15-30 days of the completed transaction. NOTE: Please allow at least 14 days from the receipt of the request to receive a check.
- If the request is for reimbursement for a budgeted expense, an expense form must be completed within 15 days of the expense payment. The payee should be listed as the Board member requesting the reimbursement, unless otherwise approval has been given to non-Board members. Original receipts or digital copies of the original **MUST** accompany any request for reimbursement of expenses. Expenses submitted to the Treasurer more than 30 days after the date of expenditure may not be reimbursed.

Procedure for Reimbursement of Non-Budgeted Expenses

- Approval for expenses that exceed a budgeted amount or for an expenditure not included in the current operating budget may be requested at the next scheduled Board of Directors meeting. If the proposed expenditure is urgent, an Executive Committee e-vote may be requested through the USRC Treasurer and subsequently submitted to the Board for approval. This request can be facilitated through Electronic Voting Policy via AARConnect (see Policy #11).

Procedure for Reimbursement of Board Member Expenses

- Expenses for travel to board-approved functions are reimbursable upon submission of a properly completed USRC Expense Form and valid receipts. Elected members of the board and committee chairpersons having business conducted at board-approved functions may request reimbursement for the following travel-related expenses within these specified limits:



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- **Auto Transportation:** Costs for travel by auto are reimbursable at a per-mile rate equal to the current rate set by the U.S. Federal Government plus any applicable turnpike tolls. The current rates may be found at <https://www.gsa.gov/travel-resources>. Members are encouraged to carpool whenever possible. Car rental costs can be reimbursed with prior USRC board approval and valid receipts.
- **Air Transportation:** Expense reimbursement for airfare and travel to and from airports is routinely allowed. Car rental for personal use while in the meeting city is not reimbursed, unless otherwise approved by the board. The board member will determine the average airfare cost at least 60 days prior to each trip, which is then submitted for approval as the proposed budget reimbursement amount. Costs in excess of this amount must be pre-approved by the board. Original receipts are required for airline travel and ground transportation.
- **Meals:** Per-diem and meal expenses will be reimbursed at the current rate set by the U.S. Federal Government if board members are required to conduct activities where an overnight stay is required. The rates utilized will be based on the city/state to which the elected member/s of the board and/or committee chairperson/s are traveling. The current rates may be found at <https://www.gsa.gov/travel-resources>. A second day's meal expense is allowed when an overnight stay is necessary. Meals included in hotel room rates are considered part of USRC reimbursed meal expenses. If the charges exceed the current rate set, no further reimbursement will be allowed. NOTE: If a meal is purchased for the entire board while at the meeting, the "per person" charge must be less than or equal to the current rate and count towards fulfilling the reimbursement allotment.
- **Lodging:** Society business requiring overnight stays will be approved prior to travel except in the rare instance where the travel/stay is emergent. Double occupancy is urged when possible. Costs for lodging will be reimbursed equal to the current rate set by the U.S. Government, which may be found at <https://www.gsa.gov/travel-resources>, or by the rate negotiated between the AARC and the host lodging facility, at AARC-sponsored events.

Miscellaneous: Other charged items such as internet should also be included in the request for reimbursement and will be approved on a case-by-case basis

Procedure for Reimbursement of Expenses Related to House of Delegates (HOD)

- Expenses incurred by the delegates to attend the two (2) meetings of the AARC House of Delegates are fully reimbursable up to the amount budgeted. Advanced reimbursement may be granted if necessary but must be approved by the board. Reimbursement will follow the above-outlined procedure under the "Reimbursement of Board Member Expenses" heading.
 - **Auto Transportation:** Costs for travel by auto are reimbursable at a per-mile rate equal to the current rate set by the U.S. Federal Government plus any applicable turnpike tolls. The current rates may be found at <https://www.gsa.gov/travel-resources>. Members are encouraged to carpool whenever possible. Car rental costs can be reimbursed with prior USRC board approval and valid receipts.



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- **Air Transportation:** Expense reimbursement for airfare and travel to and from airports is routinely allowed. Car rental for personal use while in the meeting city is not reimbursed, unless otherwise approved by the board. The delegate will determine the average airfare cost at least 60 days prior to each trip, which is then submitted for approval as the proposed budget reimbursement amount. Costs in excess of this amount must be pre-approved by the board. Original receipts are required for airline travel and ground transportation.
- **Meals:** Per-diem and meal expenses will be reimbursed at the current rate set by the U.S. Federal Government if board members are required to conduct activities where an overnight stay is required. The rates utilized will be based on the city/state to which the elected member/s of the board and/or committee chairperson/s are traveling. The current rates may be found at <https://www.gsa.gov/travel-resources>. A second day's meal expense is allowed when an overnight stay is necessary. Meals included in hotel room rates are considered part of USRC reimbursed meal expenses. If the charges exceed the current rate set, no further reimbursement will be allowed.
- **Lodging:** Lodging is limited to three (3) to four (4) nights for the House of Delegates meetings, based on the location or unless special circumstances apply. Double occupancy is urged whenever practical. Costs for lodging will be reimbursed equal to the current rate set by the U.S. Government, which may be found at <https://www.gsa.gov/travel-resources>, or by the rate negotiated between the AARC and the host lodging facility, at AARC-sponsored events.
- **Miscellaneous:** Other charged items such as internet should also be included in the request for reimbursement and will be approved on a case-by-case basis.
- Original receipts for all expenses must be submitted within 15 days of the event (HOD meetings and/or AARC Nationals).



Utah Society for Respiratory Care Policy and Procedure Manual

Policy #: 013

Subject: **Event Financial Management**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

All events involving USRC financial resources in any way must include a USRC Board member on its planning committee. If an event does not have a planning committee, the USRC President and/or Treasurer must approve all financial decisions. Any financial decision that exceeds a budgeted expense must be approved before the expense occurs. The USRC Treasurer holds the ultimate responsibility to ensure the appropriate processing of all monetary transactions.

Procedure for Event Financial Management

- All known USRC events will be scheduled prior to or just after the start of the calendar year.
- Newly planned events must include a proposed budget that must be approved by the Treasurer. If the event consists of revenues and/or expenses greater than 5% of the overall USRC budget, a full review and approval by the Board of Directors is required.
- If the request is for a check to make the actual purchase or pay for a service, the form should reflect the payee's name. The completed expense form should be forwarded to the Treasurer along with an invoice for the expenditure. Once payment is made, an original or digital receipt should be obtained and sent to the Treasurer within 15 days of the completion of the transaction. ***NOTE***: Please allow at least seven (7) days from the receipt of the request to receive a check.
- If the request is for reimbursement for a budgeted expense, an expense form must be completed within 15 days of the payment of the expense. The payee should be listed as the Board member requesting the reimbursement. Original and/or digital receipts *must* accompany any request for reimbursement of expenses.
- Expenditures submitted more than 15 days after the date of the expenditure will need to be reviewed by the Board for reimbursement. Expenses submitted to the Treasurer more than 30 days after the date of expenditure may not be reimbursed.



Utah Society for Respiratory Care Policy and Procedure Manual

Policy #: 014

Subject: **Courtesy Registrations/Vendor Booth Fees for USRC Events**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement (Board Members/Conference Committee):

The USRC will waive the registration fee for all USRC educational events/conferences for any current Board members and Program and Education Committee members. Speakers and Open Forum presenters will be given free registration on the day of their presentations.

Policy Statement (Vendor):

The USRC may elect to waive the booth registration fee for USRC conferences for any vendor who sponsors a speaker and/or a meal. This waiver must be approved with a two-thirds majority vote by the Board of Directors.

Procedure

- Any exceptions to payment will be voted on by the Board of Directors and approved by 2/3 majority in providing courtesy registration
- The parties receiving the courtesy registrations will be notified by the Program and Education Chair



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Policy #: 015

Subject: **Membership List, Mailing Labels and Email List Policy**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

The AARC provides a link on their website to allow an approved individual to download a listing of a state affiliate's members. The approved individual is the state affiliate President or their designee (such as the Membership Chair or Executive Committee member). The downloadable file includes personal contact information and is strictly confidential. The state affiliate (USRC) agrees to not disclose this information to any outside individual, group, or company and to use the information contained on the list for state affiliate business only. Failure to abide by this agreement could result in a loss of access to the list.

Mailing labels and email lists may never be provided to individuals, groups, or companies outside the USRC. If a group is interested in obtaining a list of USRC members, they can access this list directly from the AARC.

Procedure

- The AARC will provide access to the state affiliate President. If a designee is to be used, the President must contact the AARC to request access to the membership list for this individual.
- Two lists are currently available and downloaded as an EXCEL spreadsheet. The first is a "Current Membership" listing and the second is a "Lapsed Members – 90 Days" list.



Utah Society for Respiratory Care Policy and Procedure Manual

Policy #: 016

Subject: **USRC Display Table at USRC Events**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

The USRC will have a booth or information table at each of its coordinated or endorsed events that have space designated for vendors or information. The booth will consist of a display that includes information on upcoming educational events, a photograph and short biography of the Board of Directors members, information on USRC fun events, and an update on USRC legislative activities.

Procedure

- The President will charge the Publications and Public Relations Committee with creating the “standard” information/template that will be present on all displays.



Utah Society for Respiratory Care Policy and Procedure Manual

Policy #: 017

Subject: **USRC Audits and Tax Filing**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

The USRC shall undergo an internal audit quarterly and an external audit or review annually. The results of all audits are reported to the Board of Directors for review.

Procedure

- Internal quarterly audits are performed by the Treasurer by the end of the month following the close of each quarter (by April 30th, July 31st, October 31st, January 31st) and the Budget and Audit Committee biannually. The results of the audit should be reported at the next regularly scheduled meeting of the Board.
- The Treasurer will obtain the services of an independent professional accountant to perform an external audit or annual review and to prepare and file a tax return for the association within the guidelines outlined by the IRS.
- The Treasurer will ensure that the USRC will maintain tax exemption status for both the state of Utah and the federal government.
- All tax records, both digital and hard copies, will be kept for a minimum of seven years by the current treasurer.



Utah Society for Respiratory Care Policy and Procedure Manual

Policy #: 018

Subject: **Memorial / Hardship Fund Policy**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

The USRC may receive a request for memorial or hardship funding for various reasons, including death, severe illness, and/or support of a cause. The USRC Board of Directors will consider each request and make a decision on the request on a case-by-case basis.

Procedure

- Any USRC member can submit a letter of request for memorial or hardship funding via the USRC President.
- The letter of request must contain:
 - The name of the honoree
 - His/her relationship to the USRC
 - A statement of need
 - A suggested route for the donation
 - The signature, address, and phone # of the requestor.
- Individual honorees must be USRC members.
- The Board should consider the individual's or his/her family's needs when routing the donation. If a financial need exists, a scholarship or organizational donation should be considered.
- The Board should consider duplication of contributions already provided by other agencies.
- Amounts of donations should be based on available funds (budget) and at the discretion of the Board.
- A fundraiser for a specific memorial or disaster need must be requested, reviewed, and approved by 2/3 of the Board vote prior to the event.
- The profits generated from any fundraiser sponsored by the USRC must be turned over to the USRC Treasurer. The USRC will distribute the donation to the earmarked recipient/organization.
- The USRC President should respond to the requestor via letter, stating USRC action, acceptance, or refusal within 14 days of receipt.
- USRC follow-up to donations may include the following:
 - A USRC newsletter article on the honoree and/or the recipient of the donation.
 - A verbal and/or visual (i.e., slide or video presentation) highlighting the recipient and his/her relationship to the USRC at USRC events, conferences, the USRC booth, etc.

Note: A waiver, release of information, or disclosure is required as part of the application for the memorial/hardship funds.



Utah Society for Respiratory Care Policy and Procedure Manual

Policy #: 019

Subject: **Handling of Complaints**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

Any concerns from respiratory practitioners, students, educators, physicians, and other interested parties may submit concerns in writing to the USRC Board of Directors.

Procedure

- Complaints or concerns regarding the USRC may be submitted directly to any member of the USRC Board of Directors.
- Complaints must be submitted in writing (or via email) and must be dated. Complaints requesting a response from the Board must include a name and contact information for a response.
- Any complaint or concern received by any member of the Board should be submitted via email to the President and President-Elect or Past-President (whichever is currently seated in office).
- The complaint will then be reviewed by the Judicial Committee.
- Once the findings are reviewed, the complaint will be forwarded to the Board for review.
- Findings and discovery will be presented at the next Board meeting under the provision of an Executive Session (see Policy #10).
- If the Board believes it necessary, interested parties of concern may be invited to address the Board at the next Board meeting.
- If the complaint is urgent and affects patient or therapist safety, an emergency meeting of the Board may be called by the President.
- Each case will be reviewed independently of other cases, and actions may differ.
- The Board of Directors will determine if reporting to the Utah Division of Professional Licensing is required.



Utah Society for Respiratory Care Policy and Procedure Manual

Policy #: 020

Subject: **Annual Awards: Outstanding Student of the Year Award**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

The USRC will honor a student member who has shown integrity, leadership, and overall passion for the field of respiratory therapy by allowing all accredited RC programs to name an outstanding student of the year from their program.

Procedure

- The USRC shall award one (1) outstanding Student of the Year award each calendar year to a student from a respiratory therapy program in the state of Utah that has accreditation through the Commission on Accreditation of Respiratory Care (CoARC).
- Each February, the chair of the Student Representative Committee (or their designee) will contact all respiratory programs within the state that meet the criteria described in the first bullet above.
- Students **MUST** be a current member of the USRC to be eligible for the award.
- The award winner shall be determined by the Board of Directors from nominees by each participating program's faculty. Nominations should be submitted to the Student Representative Committee Chair(s). The spirit of the award is for students who are most likely to contribute the most to the USRC's mission and the respiratory therapy profession as a whole. Academics should not be the sole criteria for the determination of the winner of this award.
- An award may not be given upon the discretion of the president and/or no nomination
- Lodging and travel expenses are the responsibility of the student.
- Registration is complimentary for the award winner and must be used in the year of the award.



Utah Society for Respiratory Care Policy and Procedure Manual

Policy #: 021

Subject: **Annual Awards: Outstanding Respiratory Therapist of the Year Award**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

The USRC will honor an outstanding Respiratory Therapist member who has shown integrity, leadership, and overall passion for the field of respiratory therapy by allowing all members to nominate a respiratory therapist. A final respiratory therapist will be selected from the nominations by the Board of Directors.

Procedure

- The USRC shall award one (1) outstanding Respiratory Therapist of the Year award each calendar year.
- The winner **MUST** be a current member of the USRC to be eligible for the award.
- Winners will receive an award from the USRC.
- Each February, the chair of the Mentorship Committee (or their designee) will contact all respiratory care managers/directors within the state for nominations.
- Nominations must be received by February 28th of each year.
- The winner of the award shall be determined by the Board of Directors. The spirit of the award is for a therapist who contributes to the USRC's mission and the respiratory therapy profession as a whole.
- The award will be presented at the USRC annual spring conference
- An award may not be given upon the discretion of the president and/or no nomination
- Lodging and travel expenses are the responsibility of the winner.
- Registration is complimentary for the award winner and must be used in the year of the award.



Utah Society for Respiratory Care Policy and Procedure Manual

Policy #: 022

Subject: **Annual Awards: Outstanding Manager/Director of the Year Award**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

The USRC will honor an outstanding Respiratory Care Manager/Director who has shown integrity, leadership, and overall passion for respiratory therapy by allowing all members to nominate a manager/director. A final winner will be selected from the nominations by the Board of Directors.

Procedure

- The USRC shall award one (1) Outstanding Respiratory Care Manager/Director of the Year award each calendar year.
- The winner **MUST** be a current member of the USRC to be eligible for the award.
- Winners will receive an award from the USRC.
- Each February, the chair of the Mentorship Committee (or their designee) will contact all respiratory care members within the state for nominations.
- Nominations must be received by February 28th of each year.
- The winner of the award shall be determined by the Board of Directors. The spirit of the award is for a manager/director who contributes to the USRC's mission and the respiratory therapy profession as a whole.
- The award will be presented at the USRC annual spring conference.
- An award may not be given upon the discretion of the president and/or no nomination
- Lodging and travel expenses are the responsibility of the winner.
- Registration is complimentary for the award winner and must be used in the year of the award.



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Policy #: 023

Subject: **Annual Awards: Outstanding USRC Committee Chair of the Year Award**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

The USRC will honor an outstanding USRC Committee Chair who is an USRC member and has shown integrity, leadership, and overall passion for the field of respiratory therapy by allowing the Board of Directors to select a winner.

Procedure

- The USRC shall award one (1) outstanding USRC Committee Chair of the Year award each calendar year.
- The winner **MUST** be a current member of the USRC to be eligible for the award.
- Winners will receive an award from the USRC.
- The winner of the award shall be determined by the Board of Directors. The spirit of the award is for a USRC Committee Chair who contributes to the USRC's mission and the respiratory therapy profession as a whole.
- The award will be presented at the USRC annual spring conference.
- An award may not be given upon the discretion of the president and/or no nomination
- Lodging and travel expenses are the responsibility of the winner.
- Registration is complimentary for the award winner and must be used in the year of the award.



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Policy #: 024

Subject: **Annual Awards: Outstanding USRC Board Member of the Year Award**

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

The USRC will honor an outstanding USRC Board member who has shown integrity, leadership, and overall passion for the field of respiratory therapy by allowing the current President to select a winner.

Procedure

- The USRC shall award one (1) outstanding USRC Board Member of the Year award each calendar year.
- The winner **MUST** be a current member of the USRC to be eligible for the award.
- Winners will receive an award from the USRC.
- The winner of the award shall be determined by the current President. The spirit of the award is for a USRC Board member who contributes to the USRC's mission and the respiratory therapy profession as a whole.
- The award will be presented at the USRC annual spring conference.
- An award may not be given upon the discretion of the president and/or no nomination
- Lodging and travel expenses are the responsibility of the winner.
- Registration is complimentary for the award winner and must be used in the year of the award.



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Policy #: 025

Subject: **Annual Awards: Outstanding USRC Physician Contributor of the Year Award**

Effective Date: April 16, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Policy Statement:

The USRC will honor an outstanding USRC Physician Contributor who has shown integrity, leadership, and overall passion for the field of respiratory therapy by allowing the current USRC Board of Directors to select a winner.

Procedure

- The USRC shall award one (1) outstanding USRC Physician Contributor of the Year award each calendar year.
- Winners will receive an award from the USRC.
- The winner of the award shall be determined by the USRC Board of Directors. The spirit of the award is for a physician who contributes to the USRC's mission and the respiratory therapy profession as a whole.
- The award will be presented at the USRC annual spring conference.
- An award may not be given upon the discretion of the president and/or no nomination
- Lodging and travel expenses are the responsibility of the winner.
- Registration is complimentary for the award winner and must be used in the year of the award.



Utah Society for Respiratory Care Policy and Procedure Manual

Job Description: President

General Description - Chief Executive Officer, Board of Directors Officer, and Executive Committee Member

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Specific Requirements

- Oversees the functions of the Executive Director
- Writes quarterly articles for the USRC newsletter and the Utahsrc.org website
- Prepares and presents the calendar of USRC Board meetings and other events
- Delegates agenda items to Secretary and conducts USRC Board of Director meetings
- Schedules special USRC Board of Director meetings as necessary
- Attends annual business meeting to finalize the budget for the following year
- Committees:
 - Appoints Committee Chairs for standing and special committees
 - Participates on the Budget and Audit Committee
- Ensures all action items are followed up and completed
- Ensures all Board members are following the USRC Strategic and Operational Plans
- Maintains frequent contact with the Directors and Executive Committee
- Ensures Committee Chairs are completing their duties for the year and, if necessary delegates duties to assist
- Conducts Phone/Email/Internet votes between Board meetings as needed
- Presents “USRC Update” at all AARC meetings/initiatives; assigns other Board members to represent USRC as needed
- Writes letters on behalf of USRC for legislative and other issues as needed
- Notifies and welcomes newly elected officers
- Inducts new officers at the Annual Business Meeting (see Appendix C & D)
- Responds to inquiries from professional societies on behalf of the Board regarding the USRC response to potential State legislation. All items will be sent to the entire Board of Directors for review before a response is issued.
- Responds to emails and phone calls from USRC members as needed
- Responds to complaints by members or non-members (see Policy #25)

Eligibility

- Current USRC membership required
- Minimum one year of recent (within four (4) years) Board experience is preferred

Prior Experience

- Executive Committee experience preferred

Term



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- Two (2) years

Reports To

- Executive Committee

Works Closely with

- Directors, Board of Directors, and Committee Chairs

Time Commitment

- Generally, 15 hours each week (varies)
- Ad hoc meetings require additional time

Verbal/Written Reports

- Reports at all Board meetings

Meeting Attendance

- Presides at the annual business meeting and all meetings of the USRC Board
 - Inducts newly elected Board of Directors officers
- Required to attend 80% of all Board of Directors meetings (approximately 9 of 11 meetings).

Travel

- AARC Leadership Workshop (March/April in Dallas when President-Elect) as needed
- International AARC Congress as applicable and approved by the Board of Directors (case-by-case basis)

Financial Incentive /Reimbursement

- Volunteer position
- Travel and other expense reimbursement based on the "USRC Expense Reimbursement Policy" (see Policy #12)

Misc./Special Notes: None



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Job Description: President-Elect

General Description - Board of Directors Officer and Executive Committee Member

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Specific Requirements

- As directed by the President, prepares and presents the calendar of USRC Board meetings and other events.
- Attends special USRC Board of Director meetings as necessary
- Attends annual business meeting to finalize the budget for the following year
- Committees:
 - Chairs the Judicial Committee when the Past President position is vacant
 - Participates on the Budget and Audit Committee
 - Assists the President with the appointment of Committee Chairs for standing and special committees; may have oversight for some committees
 - Assists the President in ensuring Committee Chairs are completing their duties for the year and, if necessary, will delegate duties to assist
- Assists the President in ensuring all Board members are following the USRC Strategic & Operational Plans
- Maintains frequent contact with the President
- Conduct Phone/Email/Internet votes between Board meetings as needed
- As directed by the President, presents the "USRC Update" at all AARC meetings/initiatives; assigns other Board of Directors members to represent USRC
- Assists the President with the writing of letters on behalf of USRC for legislative and other issues as needed
- Responds to inquiries from professional societies on behalf of the Board regarding USRC response to potential State legislation. All items will be sent to the entire Board of Directors for review before a response is issued.
- Responds to emails and phone calls from USRC members as needed
- Responds to complaints by members or non-members (see Policy #25)

Eligibility

- Current USRC membership required
- Minimum one year of recent (within four (4) years) Board experience is preferred

Prior Experience

- Executive Committee experience preferred

Term

- One (1) year

Reports To

- President and Executive Committee

Works Closely with

- President, Board of Directors and Committee Chairs



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Time Commitment

- Generally, 5 hours each week (varies)
- Ad hoc meetings require additional time

Verbal/Written Reports

- Reports at all Board meetings as needed

Meeting Attendance

- As directed by the President, presides at the annual business meeting and all meetings of the USRC Board
- Required to attend 80% of all Board of Directors meetings (approximately 9 of 11)

Travel

- AARC Leadership Workshop (March/April in Dallas) as needed

Financial Incentive /Reimbursement

- Volunteer position
- Travel and other expense reimbursement based on the "USRC Expense Reimbursement Policy" (see Policy #12)

Misc./Special Notes: None



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Job Description: Past-President

General Description - Board of Directors Officer and Executive Committee Member

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Specific Requirements

- As directed by the President, prepares and presents the calendar of USRC Board meetings and other events
- Attends special USRC Board of Director meetings as necessary
- Attends the annual business meeting to finalize the budget for the following year
- Committees:
 - Chairs the Judicial Committee; if vacant, the President-Elect shall serve as Chair
 - Participates on the Budget and Audit Committee
 - Assists the President with the appointment of Committee Chairs for standing and special committees; may have oversight for some committees
 - Assists the President in ensuring Committee Chairs are completing their duties for the year and if necessary, will delegate duties to assist
- Assists the President to ensure all Board members are following the USRC Strategic & Operational Plans
- Maintains frequent contact with the President
- Conduct Phone/Email/Internet votes between Board meetings as needed
- As directed by the President, presents the "USRC Update" at all AARC meetings/initiatives; assigns other Board of Directors members to represent USRC
- Assists the President with the writing of letters on behalf of USRC for legislative and other issues as needed
- Responds to inquiries from professional societies on behalf of the Board regarding USRC response to potential State legislation. All items will be sent to the entire Board of Directors for review before a response is issued.
- Responds to emails and phone calls from USRC members as needed
- Responds to complaints by members or non-members (see Policy #25)

Eligibility

- Current USRC membership required
- Minimum one (1) year of recent (within four (4) years) Board experience is preferred

Prior Experience

- Executive Committee experience preferred

Term

- One (1) year

Reports To

- President and Executive Committee



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Works Closely with

- President, Board of Directors and Committee Chairs

Time Commitment

- Generally, 5 hours each week (varies)
- Ad hoc meetings require additional time

Verbal/Written Reports

- Reports at all Board meetings as needed

Meeting Attendance

- As the President directs, presides at the annual business meeting and all meetings of the USRC Board
- Required to attend 80% of all Board of Directors meetings (approximately 9 of 11)

Travel

- International AARC Congress (November/December, various locations) as approved (case-by-case basis)

Financial Incentive /Reimbursement

- Volunteer position
- Travel and other expense reimbursement based on the "USRC Expense Reimbursement Policy" (see policy #12)

Misc./Special Notes: None



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Job Description: Vice-President

General Description - Board of Directors Officer and Executive Committee Member

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Specific Requirements

- Assumes the duties of the President-Elect in the event of an absence
- Responds to complaints by members or non-members following approved policy (see Policy #25)
- Assists the President in preparing the agenda for the USRC Board of Director monthly meetings
- Committees:
 - Chairs the Nominations and Elections Committee
 - Participates on the Budget and Audit Committee

Eligibility

- Current USRC membership required
- Previous experience on Board of Directors preferred but not required

Prior Experience

- None; however, previous Board of Directors experience preferred

Term

- Two (2) years

Reports To:

- President and Executive Committee

Works Closely with

- President, Directors, Executive Committee

Time Commitment

- 1 hour each week
- Additional time commitment based on assignments from the President

Verbal/Written Reports

- Reports at monthly meeting as applicable
- Assists the President in ensuring all Board members are following the USRC Policies and Procedures

Meeting Attendance

- Attends 80% of USRC Board meetings (approximately 9 of 11 meetings)

Travel

- International AARC Congress (November/December, various locations) as approved (case-by-case basis)
- Board meetings (monthly, various locations)

Financial Incentive /Reimbursement

- Volunteer position
- Travel and other expense reimbursement based on the "USRC Expense Reimbursement Policy" (see Policy #12)



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Job Description: Secretary

General Description - Board of Directors Officer and Executive Committee Member

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Specific Requirements

- Takes minutes at all USRC meetings.
- Forwards completed meeting minutes to the President, or designee, for review within one (1) week of all USRC meetings
- Forwards the final revision of the meeting minutes to the AARC, all Board members and Committee Chairs within two (2) weeks of the Board of Directors meeting
- Compiles an Action-Item list from the Board of Directors meeting and distributes to all Board members and Committee Chairs within two (2) weeks of the Board of Directors meeting
- As directed by the President, facilitates email communication to all the Board
- Sends email reminders to all Board members and Committee Chairs one (1) week prior to the Board meeting
- Sends annually to the AARC, the Chartered Affiliate Forms (lists who holds chairs) and Society Meeting Forms (lists when meetings are held)
- Signs House of Delegate Credential Form for President as needed.
- Maintains the completed COI electronic statements or spreadsheet and any list of disclosed conflicts
- Provides copies of meeting minutes and other documents required for all Board of Directors meetings.
- Facilitates locations for USRC meetings as needed.
- Creates and maintains electronic copy the Board of Directors meeting minutes and reports for the entire year. Verifies records are saved to the AARConnect-Utah Society site or USRC Google Drive
- Other duties as assigned by the President to support the function and operation of the USRC
- Responds to complaints by members or non-members following approved policy (see Policy #25)
- As directed by the President, download the AARC/USRC membership lists spreadsheet ("Current Membership and/or "Lapsed Members – 90 Days"). The Secretary will send notifications to recently lapsed members requesting reactivation as directed by the Board of Directors

Eligibility

- Current USRC membership required
- Previous experience on Board of Directors preferred but not required

Prior Experience

Minimum two (2) years of experience as a USRC Board of Directors Officer or Committee Chair preferred



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Term

- Two (2) years

Reports To

- Board of Directors

Works Closely with

- President, USRC Executive Committee and AARC Executive Office

Time Commitment

- Approximately 1 hour each week

Verbal/Written Reports

- Monthly verbal/written reports are due seven (7) days prior to Board meetings

Meeting Attendance

- Attends 80% of USRC Board meetings (approximately 9 of 11)

Travel

- Board meetings (monthly, various locations)

Financial Incentive /Reimbursement

- Volunteer position
- Travel and other expense reimbursement based on the "USRC Expense Reimbursement Policy" (see policy #12)

Misc./Special Notes: None



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Job Description: Treasurer

General Description – Chief Financial Officer, Board of Directors Officer, and Executive Committee Member

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Specific Requirements

- Chairs the Budget and Audit Committee
- Handles all financial responsibilities, including but not limited to:
 - Income and Expense records
 - Bill Payment
 - Bank reconciliation
 - Seminar and Event Financial Summaries
- Tax-Exempt Information
- Prepares USRC information for tax returns and external audits
- Completes 1099 and 1096 tax returns
- Prepares monthly reports for BOD meetings:
 - Treasurer Report
- Handles Insurance needs for USRC as needed
- Prepares Year-End-Budget report for Annual Business Meeting

Eligibility

- Current USRC membership required

Prior Experience

- Preferred, but not required

Term

- Two (2) years - appointed by Board of Directors

Reports To

- Board of Directors

Works Closely with

- Directors, President, Executive Committee, and an Accountant

Time Commitment

- 2 hours each week plus additional time for internal audits

Verbal/Written Reports

- Monthly verbal/written reports are due seven (7) days prior to Board meetings

Meeting Attendance

- Attends 80% of USRC Board meetings (approximately 9 of 11)

Travel

- Board meetings (monthly, various locations)

Financial Incentive /Reimbursement

- Volunteer position
- Travel and other expense reimbursement based on the “USRC Expense Reimbursement Policy” (see policy #12)



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Job Description: Delegates (2)

General Description – USRC Board of Directors Officer, USRC representative in the AARC House of Delegates

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Specific Requirements

- Attend all meetings of the AARC House of Delegates
- Communicates information from the AARC House of Delegates to the USRC Board of Directors
- At the direction of the USRC Board, present proposed amendments to the AARC Bylaws
- Writes articles for publication in the USRC newsletter and/or on the USRC website as needed.
- Actively participates in USRC legislative activities and recruits others as well.
- As directed by the President, other duties to support the function and operation of the USRC.
- Responds to complaints by members or non-members following approved policy (see Policy #25)

Eligibility

- Current USRC membership required
- Minimum two years of experience as USRC Board of Directors Officer or Committee Chair preferred

Prior Experience

- Minimum two (2) years of experience as a USRC Board of Directors Officer or Committee Chair preferred

Term

- Four (4) years

Reports To

- Board of Directors

Works Closely with

- President, Directors and AARC Executive Office

Time Commitment

- Significant time commitment involves attending the House of Delegates meetings
- Time commitment varies based on the time of year, but the position does not require “daily” time commitment.

Verbal/Written Reports

- Presents verbal/written reports at the monthly Board meetings as needed.
- Presents a summary/report of all House of Delegates meetings.

Meeting Attendance

- Attends 80% of monthly Board meetings (approximately 9 of 11)
- Two House of Delegates meetings (Winter AARC Conference and Summer Forum)



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Travel

- Board meetings (monthly, various locations)
- Summer and Winter AARC House of Delegates meetings

Financial Incentive/Reimbursement

- Volunteer position
- Travel and other per-diem expense reimbursement for the House of Delegates meetings following the Expense Reimbursement Policy (see Policy #12)

Misc./Special Notes: None



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Job Description: Directors (3)

General Description – Board of Directors Officer

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Specific Requirements

- As directed by the President, prepares/presents a calendar of USRC Board meetings and other events
- Attends USRC Board of Director meetings
- Attends the Annual Business Meeting each year in December
- Assists President to ensure all Board members are following the USRC Strategic & Operational Plans
- Maintains frequent contact with President
- Committees:
 - Participates on Budget and Audit Committee
 - Assists the President with the appointment of Committee Chairs for standing and special committees; may have oversight for some committees
- Assists President in ensuring Committee Chairs are completing their duties for the year and if necessary, will delegate duties to assist
- Participate in Phone/Email/Internet votes between Board meetings as needed
- Assists President with the writing of letters on behalf of USRC for legislative and other issues as needed
- Responds to inquiries from professional societies on behalf of the Board regarding USRC response to potential State legislation. All items will be sent to the entire Board of Directors for review before a response is issued.
- Responds to emails and phone calls from USRC members as needed
- Responds to complaints by members or non-members (see Policy #25)
- Assists Vice President with the USRC Board of Directors ballot for a special election
 - Prepare a special slate for President-Elect if a vacancy should occur in that office. The chair shall present the names of the nominees, along with pertinent biographical sketches and position statements, to the Board at least sixty (60) days prior to a special election.

Eligibility

- Current AARC membership required
- Minimum one (1) year of recent (within 4 years) Board experience

Prior Experience

- Executive Committee experience preferred

Term

- Three (3) years

Reports To

- President and Executive Board



Utah Society for Respiratory Care Policy and Procedure Manual

Works Closely with

- President, Board of Directors, and Committee Chairs

Time Commitment

- Generally, 5 hours each week (varies)
- Ad hoc meetings require additional time

Verbal/Written Reports

- Reports at all Board meetings as needed

Meeting Attendance

- Required to attend 80% of all Board of Directors meetings (9 of 11).

Travel

- None

Financial Incentive /Reimbursement

- Volunteer position
- Travel and other expense reimbursement based on the "USRC Expense Reimbursement Policy" (see Policy #12)

Misc./Special Notes: None



Utah Society for Respiratory Care Policy and Procedure Manual

Job Description: Medical Advisor

General Description

The Medical Advisor serves as a consultant to the Board of Directors and committees regarding all matters of medical policy

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Specific Requirements

- Serve as consultant for any matters that involve medical policies
- Appointed by the Board of Directors
- Review and provide input on all letters written by the Board of Directors
- Author/co-author letters to legislators, other healthcare professionals, and other groups supporting the USRC and the respiratory care profession.

Eligibility

- Must be a member of the AARC (Paid for by the USRC)
- May not concurrently be a member of NBRC or CoARC

Prior Experience

- MD/DO

Term

Two (2) years – may not serve more than two (2) consecutive terms

Reports To

- Board of Directors

Works Closely with

- President and Directors

Time Commitment

- Minimal but varies based on whether letters of support are needed or matters involving medical policy arise

Verbal/Written Reports

- None

Meeting Attendance

- Invited to attend all regular Board of Directors meetings, but attendance is not required

Travel

- Board, PACT, or Ad hoc meetings, as needed

Financial Incentive /Reimbursement

- Volunteer position
- Travel and other expense reimbursement for any meetings attended (see Policy #12)

Misc./Special Notes: None



Utah Society for Respiratory Care Policy and Procedure Manual

Job Description: PACT Representative(s)

General Description

The PACT representative serves as a consultant to the Board of Directors and committees in regard to all matters of federal/state healthcare regulation policy

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Specific Requirements

- Serve as consultant for all matters that involve healthcare regulatory policies
- Appointed by the Board of Directors
- Review and provide input on all letters written by the Board of Directors
- Author/co-author letters to legislators, other healthcare professionals, and other groups supporting the USRC and the respiratory care profession
- Represents the USRC in Washington DC during annual PACT meeting
 - Contact State representatives before, during, and after meeting as applicable

Eligibility

- Must be a member of the USRC

Prior Experience

- Minimum two (2) years of experience as a USRC Board of Directors Officer or Committee Chair preferred

Term

- Two (2) years (appointed by the Board of Directors)

Reports To

- Board of Directors

Works Closely with

- President and Board of Directors

Time Commitment

- Varies based on whether letters of support are needed or matters involving healthcare regulation policies arise

Verbal/Written Reports

- None

Meeting Attendance

- Required to attend 80% of Board of Directors meetings (approximately 9 of 11)

Travel

- Board, PACT, or Ad hoc meetings, as needed

Financial Incentive /Reimbursement

- Volunteer position
- Travel and other expense reimbursement based on the "USRC Expense Reimbursement Policy" (see Policy #12)

Misc./Special Notes: The USRC may send up to two (2) representatives at a time



Utah Society for Respiratory Care Policy and Procedure Manual

Job Description: USRC Webmaster

General Description

The USRC Webmaster serves as a consultant to the Board of Directors and committees and maintains the Utahsrc.org website

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

Specific Requirements

- Serve as consultant for any matters that involve the USRC website by reviewing/providing input on all website postings
- Appointed by the Board of Directors

Eligibility

- Must be a member of the USRC

Prior Experience

- Knowledge of web design preferred

Term

- Two (2) years

Reports To

- Board of Directors

Works Closely with

- President and Board of Directors

Time Commitment

- Time commitment varies based on webpage postings requirements, page design changes, and skill level

Verbal/Written Reports

- None

Meeting Attendance

- Invited to attend all regular Board of Directors meetings, but attendance is not required

Travel

- None

Financial Incentive /Reimbursement

- Volunteer position
- Travel and other expense reimbursement based on the "USRC Expense Reimbursement Policy" (see Policy #12)

Misc./Special Notes: None



Utah Society for Respiratory Care Policy and Procedure Manual

Committee Description: Membership Committee

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

General Description

The Membership Committee is tasked with tracking current USRC member status, and Utah Respiratory Care Director/Manager contacts

Specific Charges

- Monitors the USRC membership monthly
- As approved by the Board of Directors, creates/coordinates membership drive opportunities
- Performs periodic membership drive surveys as assigned by the Board of Directors
- Coordinates visits at Utah facility sites for the committee and/or members of the Board of Directors
- Creates membership drives and recruitment materials with the Research and Publication Committee

Committee Chair

- Appointed by the President and approved by the Board of Directors
- Must be an USRC member in good standing prior to and throughout the term
- Familiarity with the membership drive initiatives of the USRC and AARC preferred
- Familiarity with the history of USRC preferred but not required

Committee Members

- The Committee Chair shall select additional USRC members in good standing to assist with committee duties

Term

- One (1) year - terms may be renewed annually if determined necessary by the President

Reports To

- President, Directors, and Public Relations Committee

Works Closely with

- President, Directors, AARC Membership Committee Chairs/Co-Chair, Publication and Public Relations

Time Commitment

- 5 hours/month but can vary greatly

Verbal/Written Reports

- Reports monthly at Board of Directors meetings

Attendance

- Attendance at 80% of Board of Directors meetings is required (approximately 9 of 11 meetings)

Financial Incentive /Reimbursement

- Volunteer position



Utah Society for Respiratory Care Policy and Procedure Manual

Committee Description: Budget and Audit Committee

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

General Description

The Budget and Audit Committee performs quarterly internal audits and obtains an annual external audit or review to be performed by an independent professional accountant. All audit business will be conducted via email and virtual meetings during the month each audit is to take place.

Specific Charges

- **Budget**
 - Solicit annual budgetary requests from the Board and committee chairpersons prior to the Budget Committee meeting
 - Conduct Budget Committee meeting and submit proposed budget to the Board for approval
 - Recommend prudent investments and proper reserve amounts to the Board
- **Audit**
 - Review all financial transactions completed biannually and report the results of the review to the Board of Directors
 - Coordinate a full independent audit or review of the USRC finances and completion of the Tax Return of the previous year by a professional accountant
 - Make recommendations to the Board regarding the efficient and effective financial processes consistent with approved audit standards

Committee Chair

- Current USRC Treasurer is the Budget and Audit Committee Chair
- Must be an USRC member in good standing prior to and throughout the term
- Financial background preferred but not required
- Schedules and conducts each meeting, disburses any financial information as deemed necessary by the committee

Committee Members

- The Committee Chair shall select additional USRC members in good standing to assist with committee duties
- *Audit* members to rotate bi-annually, following the prescribed schedule

	March (Year 1)	September (Year 1)	March (Year 2)	September (Year 2)
Chair	Treasurer			
Member 1	Delegate - Sr	Director 3rd Yr	President	Pres Elect/Past Pres
Member 2	Director 1st Yr	Pres Elect/Past Pres	Secretary	Vice President
Member 3	Vice President	Director 2nd Year	Delegate – Jr	Director 3rd Year



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Reports To

- Board of Directors

Time Commitment

- 2 hours to create/audit/review/modify draft of budget; 2-4 hours per biannual audit

Verbal/Written Reports

- Reports biannually at Board of Directors meetings any/all findings of each audit

Attendance

- Attendance at 80% of Board of Directors meetings is required (approximately 9 of 11 meetings)

Financial Incentive /Reimbursement

- Volunteer position



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Committee Description: Judicial Committee

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

General Description

Reviews formal, written complaints against any individual Society member or member of the USRC Board charged with a violation of the Society's Bylaws or otherwise with any conduct deemed detrimental to the Society.

Specific Requirements

- Receives complaints or inquiries that may be referred to the committee by the AARC Judicial Committee, any member of the Society, any member of the Board, or from within the committee itself
- Review all complaints received to determine if the complaint justifies investigation
- If a complaint is deemed worthy of investigation, the committee shall prepare a written copy of the charges with the benefit of legal counsel if deemed advisable by the Board
- Serve a statement of charges upon the member in question and provide an opportunity for that member to be heard before the committee
- Review the results of any hearing and report the committee findings and recommendations to the Board
- If disciplinary action is deemed necessary, forward recommendations to the AARC Judicial Committee.

Committee Chair

- Immediate Past President or in years when the Immediate Past President position is vacant, the President-Elect shall serve as Chair
- Must be an USRC member in good standing prior to and throughout the term

Committee Members

- Immediate Past President or President-Elect
- Vice President
- Secretary

Term

- Duration of the term of office

Reports To

- Board of Directors

Works Closely with

- President

Time Commitment

- None, unless a complaint is received

Verbal/Written Reports

- Reports monthly at Board of Directors meetings



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Attendance

- Attendance at 80% of Board of Directors meetings is required (approximately 9 of 11 meetings)

Financial Incentive /Reimbursement

- Volunteer position



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Committee Description: Nominations and Elections Committee

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

General Description

The Elections and Nominations Committee is responsible for organizing the yearly/special elections and verifying the eligibility and accuracy of the ballot count.

Committee Chair

- Current USRC Vice-President is the Nominations and Elections chair
- Must be an USRC member in good standing prior to and throughout the term
- The Chair may not participate in the ballot count and voter verification if he/she is a candidate on the ballot

Committee Member(s)

- Must be an USRC member in good standing prior to and throughout the term
- Must be a non-candidate member of the Board, if the Chair is a candidate on the ballot

Specific Charges of the Committee Chair

- Coordinates the ballot and electronic voting for the annual election of officers and verifies all vote are from current USCR members
- Prepare and distribute a “Call For Nominations” to be submitted and published on the USRC website’s homepage, on all USRC social media, and AARC Connect-Utah Society before the September Board of Directors meeting
- Secures the nominations of candidates from the Board of Directors and membership-at-large throughout the nomination period
- Ensures all candidates meet the qualification requirements outlined by the USRC Bylaws for the position for which they are nominated
- Motions to present an election slate to the Board of Directors for approval, with the goal of at least two qualified candidates per office, at the October Board of Directors meeting. A final election slate must be approved no later than October 30th of each year
- Obtain biographical information, position statement, and a digital “headshot” for all candidates for use on the electronic ballot.
- Prepares a secure electronic election ballot prior to the start of the election period
- Notifies the membership of the opening and closing of the election
- As directed by the President, notifies all election candidates of the election results within seven (7) days of the USRC Annual Meeting
- Invites newly elected officers to the December Annual Business Meeting
- Presents the results of the election at the USRC Annual Business meeting

Specific Charges of the Committee Members

- Ensures the election is held according to the Bylaws of the USRC
- Validates the ballot returns and tabulates the results
- Performs the ballot count and verifies voter eligibility if the Committee Chair is ineligible

Term

- One (1) year



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Reports To

- President

Works Closely with

- Board of Directors, Webmaster

Time Commitment

- Approximately 12 hours during the nomination/election period

Verbal/Written Reports

- Report the election results at the USRC Annual Business Meeting

Meeting Attendance

- The Committee Chair is to attend the USRC Annual Board Meeting unless excused by the President. In the absence of the Committee Chair, a committee member will attend and report the election results.

Financial Incentive /Reimbursement

- Volunteer position

Special Notes

- None



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Committee Description: Program and Education Committee

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

General Description

The Program and Education Committee is tasked with organizing large-group meetings (conferences) and providing educational opportunities for the respiratory therapists, managers and directors in the state.

Specific Charges

- Prepare the annual USRC Spring Conference that is to be held in-person or virtually
- Prepare the annual USRC Fall Leadership Conference that is to be held in-person or virtually
- Inform and provide the USRC members of educational opportunities

Committee Chair

- Appointed by the President and approved by the Board of Directors
- Must be an USRC member in good standing prior to and throughout the term

Committee Members

- The Committee Chair shall select additional USRC members in good standing to assist with committee duties

Term

- One (1) year

Reports To

- President

Works Closely with

- President, Directors, Publications and Public Relations Committee, and Budget and Audit Committee

Time Commitment

- 2 hours per month; conference organization considerably more

Verbal/Written Reports

- Reports monthly at Board of Directors meetings

Attendance

- Attendance at 80% of Board of Directors meetings is required (approximately 9 of 11 meetings)

Financial Incentive /Reimbursement

- Volunteer position



Utah Society for Respiratory Care Policy and Procedure Manual

Committee Description: Bylaws Committee

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

General Description

The Bylaws Committee receives and prepares all amendments to the USRC Bylaws for submission to the Board of Directors. The committee may also be called upon to interpret the Bylaws.

Specific Charges

- Monitor changes in AARC Bylaws and USRC governance and practice, and if necessary, prepare appropriate amendments to the USRC Bylaws for submission to the Board for approval.
- Request proposals for Bylaws amendments from USRC Board prior to the 1st quarter BOD meeting
- Review and edit all proposed amendments to the Bylaws and present them to the Board at least 45 days prior to the meeting at which they will be reviewed
- Submit Board-approved Bylaws changes to the AARC for review and approval
- Present USRC Board and AARC-approved Bylaws changes to the membership for approval according to Article XII of the Bylaws

Committee Chair

- Appointed by the President and approved by the Board
- Must be an USRC member in good standing prior to and throughout the term
- Familiarity with the USRC and AARC Bylaws and current practices required
- Familiarity with the history of USRC preferred but not required

Committee Members

- The Committee Chair shall select additional USRC members in good standing to assist with committee duties

Term

- One (1) year

Reports To

- Board of Directors

Works Closely with

- President, Board of Directors, AARC Bylaws Committee, Publications and Public Relations Committee

Time Commitment

- 1 hour/month

Verbal/Written Reports

- Reports monthly at Board of Directors meetings



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Attendance

- Attendance at 80% of Board of Directors meetings is required (approximately 9 of 11 meetings)

Financial Incentive /Reimbursement

- Volunteer position



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Committee Description: Publications and Public Relations Committee

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

General Description

The Publications and Public Relations Committee performs duties requiring publication such as USRC position statements, USRC newsletter, creation and maintenance of conference programs and preparing USRC position statements. The committee also is charged with increasing professional community awareness of the USRC.

Specific Charges

- Report updates/progress monthly as applicable at the Board of Directors meetings.
- Make recommendations to the Board of Directors regarding the publication process' needs and opportunities
- Creation of quarterly USRC Newsletter
- Creation of USRC Board of Directors Position Statements as applicable and approved by the Board of Directors
- Creation/maintenance of conference programs (e.g, USRC Annual Spring Conference, Fall Leadership Conference)
- Assist with scientific/research publications such as abstracts, manuscripts, white papers, and other publications created under the auspices of the USRC Board of Directors
- Contact local news agencies regarding the USRC's activities in community benefit activities such as health fairs, healthcare legislation, etc.
- Serve as points of contact for newspapers, radio, and television

Committee Chair

- Appointed by the President and approved by the Board of Directors
- Must be an USRC member in good standing that is not currently serving in an elected Board of Directors position
- Publication and research background preferred but not required

Committee Members

- The Committee Chair shall select additional USRC members in good standing to assist with committee duties

Term

- One (1) year

Reports To

- President and Executive Committee

Works Closely with

- President, Webmaster

Time Commitment

- Generally, 2-3 hours per month

Verbal/Written Reports

- Reports during at monthly Board meetings



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Meeting Attendance

- Attendance at 80% of Board of Directors meetings is required (approximately 9 of 11 meetings)

Travel

- Travel and other per diem expense reimbursement will occur on a case-by-case basis with pre-approval from

Financial Incentive /Reimbursement

- Volunteer position



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Committee Description: Ad Hoc Committee

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

General Description

The President may appoint Ad Hoc committees to complete specific tasks and or projects.

Specific Charges

- Assigned by the President with approval by the Board of Directors

Committee Chair/Members

Must be an USRC member in good standing prior to and throughout the term

Term

- One year - terms may be renewed annually if determined necessary by the President.
- Any Ad Hoc committee that is necessary for > 2 years should be evaluated to determine if "standing committee" status is appropriate.

Reports To

- President

Works Closely with

- President and Directors

Time Commitment

- Varies based on assignments

Verbal/Written Reports

- Report monthly at Board meetings as applicable.

Meeting Attendance

- Attendance at Board meetings is not required unless specifically requested by the President

Financial Incentive /Reimbursement

- Volunteer position

Special Notes

- None



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Committee Description: Community Benefit and Partnerships Committee

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

General Description

The Community Benefit and Partnership Committee seeks and coordinates community partnerships for research, education, and legislative initiatives

Specific Charges

- Solicit community partnership opportunities
- Solicits and coordinates grant applications/proposals for presentation to the Board of Directors for approval
- Recommends prudent allocation of all resources (human, grant money, etc.).

Committee Chair

- Appointed by the President and approved by the Board of Directors
- Must be an USRC member in good standing, prior to and throughout the term, that is not currently serving in an elected Board of Directors position
- Grant creation/application background preferred but not required
- Board of Directors experience preferred but not required

Committee Members

- The Committee Chair shall select additional USRC members in good standing to assist with committee duties

Term

- One (1) year term - terms may be renewed annually if determined necessary by the President

Reports To:

- President and Board of Directors

Works Closely with:

- President, Directors, Research and Publications and Public Relations Committee

Time Commitment

- 10 hours/ month to create/review/modify/coordinate and report grant proposals/applications

Verbal/Written Reports

- Reports at monthly Board meetings

Meeting Attendance

- Attendance at 80% of Board of Directors meetings is required (approximately 9 of 11 meetings)

Financial Incentive /Reimbursement

- Volunteer position



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Committee Description: Student Representative Committee

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

General Description

The Student Representative Committee is tasked with representing student members at USRC and AARC meetings, as applicable, to coordinate partnerships between professionals and students.

Specific Charges

- Monitors the student USRC memberships monthly
- Creates/coordinates student and professional membership drive opportunities, as approved by the Board of Directors
- Participates in Utah facility site visits with Committee Chairs/Members and/or Board of Directors members, when invited
- Works with the Publication and Public Relations and Membership Committees to create membership drives and recruitment materials with an emphasis on student memberships

Verbal/Written Report

- Report monthly at the Board of Directors meeting.

Committee Chair

- Elected by the Board of Directors
- Must be an USRC member in good standing prior to and throughout the term
- Familiarity with USRC/AARC membership drive initiatives preferred
- Familiarity with the history of USRC preferred, but not required

Committee Members

- The Committee Chair shall select additional USRC student members in good standing to assist with committee duties

Term

- One (1) year

Reports To

- President and the Board of Directors

Works Closely with

- President, Directors, AARC Membership Committee Chairs/Co-Chair, Publications and Public Relations Committee and Program and Education Committee

Time Commitment

- 1-2 hours/month but can vary greatly.

Verbal/Written Reports

- Reports monthly at Board of Directors meetings

Attendance

- Attendance at 80% of Board of Directors meetings is required (approximately 9 of 11 meetings)

Financial Incentive /Reimbursement

- Volunteer position



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Committee Description: Sputum Bowl Committee

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

General Description

The Sputum Bowl Committee is charged with planning and executing the state's practitioner and student Sputum Bowls to determining the team(s) that will represent Utah in the AARC National Sputum Bowl competition.

Specific Charges

- Create/review/revise the Sputum Bowl rules using the AARC Sputum Bowl rules as a guiding document
- Maintain a bank of referenced sputum bowl questions to meet the needs of all competitions held in the state
- Annually review all questions and create additional questions as needed
- Maintain the Sputum Bowl equipment (buzzer system and scoreboard)
- Make recommendations to the Board as needed

Committee Chair

- Appointed by the President and approved by the Board of Directors
- Must be an USRC member in good standing, prior to and throughout the term, that is not currently serving in an elected Board of Directors position
- A background of either planning or participating in the Sputum Bowl is preferred but not required.

Committee Members

- Includes Directors and others as needed who must be USRC members in good standing

Term

- One (1) year

Reports To

- President

Works Closely with:

- President, Directors, Program and Education Committee, and Publication and Public Relations Committee

Time Commitment

- Most of the committee work occurs from January through April. The amount of time varies greatly but can be as much as 2-4 hours per week.

Verbal/Written Reports

- Reports monthly at Board of Directors meetings

Meeting Attendance

- Attendance at Board meetings is required from January through April of each year

Financial Incentive /Reimbursement

- Volunteer position



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Committee Description: Mentorship Committee

Effective Date: January 1, 2015

Date Reviewed: January 5, 2021

Date Revised: March 2, 2021

General Description

The Mentorship Committee is charged with the recruitment and continued assessment of volunteer mentors/mentees, who will be paired on a one-on-one basis. Additionally, the mentorship committee is responsible for increasing professional community awareness of the program and the USRC.

Specific Requirements

- Match volunteer mentors with mentees on a one on one basis
- Provide guidance via in-person, telephone, or email meetings at least quarterly
- Provide resources and guidance for training and development opportunities
- Encourage mentor/mentee participation within the professional community
- Help mentoring pairs to set realistic goals and provide encouragement

Committee Chair

- Appointed by the President and approved by the Board of Directors
- Must be an USRC member in good standing, prior to and throughout the term, that is not currently serving in an elected Board of Directors position

Committee Members

- The Committee Chair shall select additional USRC members in good standing to assist with committee duties

Prior Experience

- None required

Term

- Two (2) years

Reports To

- President and Board of Directors

Works Closely with

- President, Directors, and Research and Publications Committee

Time Commitment

- 5-10 hours per month but can vary greatly.

Verbal/Written Reports

- Reports monthly at the Board of Directors meetings

Meeting Attendance

- Attendance at 80% of Board meetings is required (approximately 9 of 11 meetings)

Eligibility

- Current USRC membership required
- Familiarity with USRC and AARC mentorship initiatives preferred, but not required
- Familiarity with the history of USRC preferred, but not required



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Financial Incentive /Reimbursement

- Volunteer position
- Travel and other per diem expense reimbursement will occur on a case-by-case basis with pre-approval from the Board of Directors (see Policy #12)

Misc./Special Notes

- USRC Mentoring Program documents can be found on AARConnect – Utah Society



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Appendix A

Conflict Of Interest Statement

Pursuant to the purposes and intent of the resolution adopted by the Board of Directors of the Utah Society for Respiratory Care, requiring disclosure of certain interests, a copy of which has been furnished to me, I hereby state that I or members of my immediate family have the following affiliations or interests or have taken part in the following transactions that, when considered in conjunction with my position with, or relation to, the Society, might possibly constitute a conflict of interest. (Circle "none" where applicable.)

1. **Outside Interests:** Identify any purchases or sales or property or property rights, interests, or services by yourself or your immediate family that might be deemed to have been in competition with the Society.

None

2. **Outside Activities:** Identify any instances in which you or any member of your immediate family have rendered directive, managerial or consultant services to any outside concern that does business with, or competes with, the services of the Society or have rendered any other services in competition with the Society.

None

3. **Gifts, Gratuities, and Entertainment:** Neither I nor any member of my immediate family have accepted gifts, gratuities, or entertainment from any outside concern that does, or is seeking to do, business with, or is a competitor of the Society except as listed below:

None:

4. **Inside Information:** Neither I nor any member of my immediate family have disclosed or used information relating to the Society's business for the personal profit or advantage of myself or my immediate family, except as listed below:

None

5. **Other:** List any other activities in which you or your immediate family are engaged in what might be regarded as constituting a conflict of interest.

None

I hereby agree to report to the USRC President, any further transactions that may develop before the completion of my next questionnaire.

Name

Position

Date



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Appendix B

Expense Reimbursement Template

USRC

Board Member:

Address:

(If mail reimbursement requested)

Phone:

Date Submitted:

Description of Reimbursement Request	Proposed Budget	Amount Approved by Board	Date/Amount Receipts Submitted	Date Reimbursed
Travel (Location and purpose for travel)				
Hotel (rate per GSA website)				
Flight				
Transportation (rate per GSA website, itemize below for rental car, shuttle, parking, metro, taxi, etc.)				
Per Diem (List itemized per diem receipts below with date)				
Meals (rate per GSA website)				
Other				
Total				

U.S. General Services Administration (GSA) - <https://www.gsa.gov/travel-resources>



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Appendix C

OATH & CHARGE OF OFFICE

PRESIDENT

(President's name), please rise and approach the podium.

You have been elected President of the Utah Society for Respiratory Care. It will be your duty to preside at meetings, to abide by the society and AARC bylaws, and to function in every respect as your society's chief executive officer. As President, you will guide the officers in developing the society's goals and objectives (Officer's name), you should at all times be watchful for activities, projects and programs which could benefit the society, its members, or the society as a whole and our patients. Ultimately, the success of this organization rests in your hands.

(President's name), do you agree to abide by society and AARC by-laws and to adhere to the society's Code of Ethics? (Answer "I do.") Please raise your right hand and take the oath of office.

REPEAT AFTER ME: In the presence of honored guests and the members here assembled, (repeat) I, (President's name), do solemnly promise and pledge (repeat) to faithfully execute the duties of President of the Utah Society for Respiratory Care (repeat) to the best of my knowledge and ability, (repeat), to commit myself to the society's Code of Ethics (repeat) and to further the goals and objectives of this organization. (repeat.)

On behalf of the Utah Society for Respiratory Care, I hereby install you as President of Utah Society for Respiratory Care. Congratulations!

Patterned after the AARC installation of President...

(President's Name), you have been elected by the membership to serve as President of the Utah Society for Respiratory Care and upon you rests the responsibilities of leadership and administration. Please raise your right hand and repeat after me.

I do solemnly pledge (repeat) to faithfully uphold the bylaws of this association (repeat), the policies and decisions of its Board of Directors (repeat), and to lead and plan constructively for the organization (repeat).

(President's name), I now declare you installed as President of the Utah Society for Respiratory Care. Please accept our support and congratulations.



Utah Society for Respiratory Care Policy and Procedure Manual

Appendix D

OATH & CHARGE OF OFFICE

Officers/Directors

You have been elected Officers and Directors of the Utah Society for Respiratory Care. It will be your duty to participate in meetings, to abide by the society and AARC bylaws, code of ethics, and to guide and direct society activities, programs, and functions. As Officers and Directors, you work with the President in developing the society's goals and objectives and in cooperation with the President monitor progress throughout the year. As Officers and Directors you will be responsible to be watchful for activities, projects and programs, which could benefit society members, patients, and citizens of Utah.

Do you agree to abide by society and AARC by-laws and to adhere to the society's Code of Ethics? (answer "I do.") Please raise your right hand and take the oath of office.

REPEAT AFTER ME: In the presence of honored guests (repeat) and the members here assembled, (repeat) I, do solemnly promise and pledge (repeat) to faithfully execute the duties of Officers and Directors (repeat) of the Utah Society for Respiratory Care (repeat) to the best of my knowledge and ability, (repeat), to commit myself to the society's Code of Ethics (repeat) and to further the goals and objectives of this organization. (repeat.)

On behalf of the USRC, I hereby install you as Officers and Directors of the Utah Society for Respiratory Care. Congratulations!