



ASPMN® Research Committee

-Policies and Procedures-

Purpose of committee

The Research Committee's responsibilities include reviewing papers and abstracts, selecting grant proposals and other assorted activities such as developing surveys.

Membership

The Committee accepts new members annually with a maximum of 10 members serving at any given time.

Committee Responsibilities

The Research Committee does the following:

- Reviews abstracts and selections made for paper and poster presentation
- Reviews and selects a research grant proposal to receive annual funding
- Reviews (and revises as needed) criteria for evaluation of posters/selection of best poster
- Reviews (and revises as needed) paper/poster abstract criteria
- Presents research workshop at National Conference
- Mentors new researchers
- Assists with completion of grant proposal as requested
- Assists with research-related activities as the need arises (ex. 2006-present advocacy survey)

Committee member

Policy

Members agree to serve on the Committee by submitting a "Willingness to Serve" form, and serve for a maximum of five years. If a member wishes to serve longer than five years, he/she must leave the committee for a period of one year to allow other interested people a chance to serve.

Duties

Committee members must:

- Participate in 75% of all conference calls
- Support the committee by actively contributing in activities outlined by the Executive Office

- Complete assigned activities and submit required materials in the designated timeframe
- Participate in developing goals and objectives for future activities/projects
- Display professional behavior and support the goals and mission of the committee and that of ASPMN®

Committee Chair

Policy

The Committee Chair is appointed by the Board of Directors and serves for a term of two years.

The second year of the chair's term, an "Intent to Chair" form will be sent to all current Committee members for the Chair position the following year. The current Chair will mentor the incoming chair.

Duties

Committee Chair must:

- Prepare Committee reports as requested
- Prepare goals and objectives annually
- Prepare agendas and maintain minutes of all meetings
- Delegate assignments to committee members
- Determine day and time of conference calls and schedule with ASPMN® staff
- Mentor committee member to take over as Chair of Committee
- Present suggestions to Board (from Committee) for research related activities for the annual meeting