

AMERICAN SOCIETY FOR BLOOD AND MARROW TRANSPLANTATION (ASBMT)
ADMINISTRATIVE DIRECTOR SPECIAL INTEREST GROUP (SIG)

QUALITY WORKING COMMITTEE

I. PURPOSE

The ASBMT Administrative Director SIG Quality Working Committee will support the Steering Committee to promote discussions and provide resources for Quality-related activities, measurement and reporting.

II. DUTIES

- a. Develop and maintain current recommendations for Quality resources/links for the ASBMT Administrative SIG web page
- b. Make recommendations to the Steering Committee for ASBMT Tandem Meetings Administrative Director Conference content related to quality, performance improvement, and regulatory issues.
- c. Report Activities to the Administrative Director Steering Committee
 - i. Provide monthly status report
 - ii. Develop year-end report for submission to the Steering Committee

III. WORKING COMMITTEE MEMBERS

- a. Members should represent a broad cross-section of the hematopoietic stem cell transplant community.
- b. Members are determined by the Administrative Director Steering Committee. SIG members who are interested in participation should speak with a Steering Committee member.
- c. Members shall comprise not less than four nor more than eight members. For the inaugural year of the committee (2013), half of the Administrative SIG members will be appointed for two year terms and half for three year terms (random appointment length and based on administrator's availability) in order to facilitate a functional rotation. The target rotation is 50% every two years to allow for new membership.
- d. Chair, Chair-elect and Quality committee members are selected by the voting members of the committee and approved by the Steering Committee. Candidates for open committee member slots will be selected from SIG member volunteers or recommendations from the Steering Committee.
 - i. Chair – one year term (voting); May be re-appointed
 - ii. Chair-elect – one year term prior to serving as chair (voting)
 - iii. Current Administrative SIG Quality Committee members – two year term (voting); May be re-appointed; May not be a Steering Committee Member (see Liaison role below).
 - iv. Administrative SIG Steering Quality Committee Liaison – advisory role; one-two year term based upon Steering Committee Member's availability (voting)
- e. Terms will begin and end at the ASBMT annual meetings.

IV. MEMBER RESPONSIBILITIES

- a. Attend Committee conference calls
- b. Complete committee assignments