

ASBMT Administrative Directors Special Interest Group

Charter

Purpose

The Special Interest Group (SIG) for blood and marrow transplant center administrative directors provides a national forum for the exchange of ideas and information, benchmarking and dissemination of data about best practices within the field of blood and marrow transplantation.

Membership

Membership in the administrative directors SIG is open to any ASBMT member. It is expected that those most likely to join will be Affiliate Members who hold an administrative leadership position within the bone marrow/stem cell transplant program of a hospital, medical center or health care system.

Steering Committee

The SIG will have a Steering Committee, in accordance with the ASBMT Bylaws.

1. Membership

- a) *Number of members.* Not less than three nor more than seven members.
- b) *Term of members.* Three-year term. May be re-appointed.
- c) *Overlap of terms.* Terms of members will overlap. Members will rotate off in a manner that allows continuity.
- d) *Term start/stop.* Terms will begin and end at the ASBMT annual meetings.
- e) *Composition.* Steering Committee members must be members of the SIG. Diverse representation is preferred: geographic, areas of expertise, size of program and type of program (i.e. community-based, academic medical center; adult and pediatric programs). Members should be in an administrative leadership role in their transplant program – preferably not in a role that is limited to just nursing or transplant coordinator. Excluded from membership are consultants and/or representatives from industry (payers, vendors, pharmaceutical firms). Ideally, a minimum of 2 of the Steering members should be nurses to support the work of nursing contact hour planning unless that is assumed by nurse(s) who are non-steering working committee members responsible for conference planning.

2. Leadership

- a) The leadership of the Steering Committee will be a Chair, Chair-Elect and Immediate-Past Chair
- b) Term of chair: Two years. May be re-appointed.
- c) Term of past chair: One year.

3. Steering Member Responsibilities

- a) Attend Steering Committee conference calls.
- b) Serve as Steering Committee liaison to SIG working committees and ASBMT committees and routinely report back to SIG on work of those committees.
- c) Complete committee assignments.

Actively engage Administrative Director SIG members in communication of SIG activities and work with SIG to update SIG on SIG activities.

Working Committees

Working Committees may be appointed by the Steering Committee to accomplish work of the SIG. These committees shall be evaluated by the Steering Committee annually. Membership to the committees must be members of the Administrative Director's SIG. Member to the committees will be determined by the Steering Committee.

At least one member of the Steering Committee will serve as a liaison to the working committee and report activities back to the Steering Committee.

Liaisons to ASBMT Committees

Steering Committee members may be liaisons to ASBMT Committees and as such are expected to report those activities back to the Steering Committee. The Steering Committee may be requested by the ASBMT Executive Director to recommend a member to an ASBMT Committee. The Steering Committee may recommend a non-steering member to participate on an ASBMT Committee due to their expertise, interest, or capacity. Non-steering SIG members will be requested to serve as a liaison to the Steering Committee and report back activities of the specific ASBMT Committee.

1. Selection Process

- a) *Nominating Committee.* Appointments to the Steering Committee will be nominated by a Nominating Committee comprised of the current chair, past chair and chair-elect of the Steering Committee. The Nominating Committee may prepare a questionnaire to be completed by candidates for appointment. The review of candidates will be in October-November each year.
- b) *Candidates.* SIG members interested in appointment to the Steering Committee may submit to the chair of the Nominating Committee by October 1 (1) a letter or e-mail expressing that interest and (2) a completed candidate questionnaire. The Nominating Committee also may contact SIG members directly to recruit candidates for appointment to the Steering Committee.
- c) *Re-appointments.* Current Steering Committee members interested in re-appointment also should notify the Nominating Committee by October 1.
- d) *Nominations.* The Nominating Committee by the end of November will communicate their selected nominees to the Administrative Director Steering Committee through the Executive Director to the ASBMT President.

Reports to the Board of Directors

The Chair of the SIG Steering Committee will submit a report of its activities to the annual meeting of the ASBMT Board of Directors and to additional meetings as needed or as requested by the Board.