

**Recommendations of the Strategic Plan Task Force**  
**Goals and Committee Structure**  
**FINAL 5-25-2012**

**Background:** NAEMSE committees and work groups have several vital functions. Support of NAEMSE's mission and vision is their central purpose. In addition, committees, task forces, and resource forums provide valuable opportunities for member engagement and professional growth. These recommendations for committee structure and function are an important element of the Board's 2011-2012 review and update of NAEMSE's strategic plan.

**Mission:** To inspire and promote excellence in EMS education and lifelong learning within the global community.

**Vision:** The National Association of EMS Educators provides the leadership, partnership, advocacy and peer reviewed/evidence based resources that support a professional and international EMS learning community.

**Goals (specific metrics will be developed for each goal)**

1. NAEMSE has a growing, diverse, and engaged membership that contributes expertise to NAEMSE's mission and vision.
2. NAEMSE has a strong, vital, and successful organization that supports achievement of NAEMSE's mission and vision.
3. NAEMSE provides valuable services to members and the EMS community
4. NAEMSE nurtures and maintains strong strategic relationships that support NAEMSE's mission and vision.
5. NAEMSE utilizes effective communication to support NAEMSE's mission and vision

**Structure**

1. Three types of groups are recommended. All report and are accountable to the Board. Board approves all appointments made by the president for all groups.
  - a. Committees
    - i. Function: have specific responsibility for elements of the strategic plan
    - ii. Core leadership
      1. Chair, appointed by the president and approved by the Board. Typically chaired by a Board member, although in some cases prior board members or others with unique skills may serve with Board approval.
      2. Vice Chair, selected from the committee members by the Chair and President.
      3. Additional core leaders are selected from the committee membership by the Chair in conjunction with the President.

4. All core leaders are expected to participate in 80% of committee meetings and lead projects and subcommittees
- iii. Membership
    1. Committee membership is open to all NAEMSE members in good standing.
  - iv. Subcommittees
    1. Function: support the work of the committee
    2. Leadership: led by a member of the committee core leadership
- b. Task Forces
- i. Function: created by the Board to complete specific tasks/projects
    1. Typically work on projects that involve multiple committees. May also explore projects outside of the current strategic plan
    2. Have a limited lifespan based on the amount of time required to complete their task(s)
  - ii. Core leadership
    1. Chair, appointed by the president. Typically chaired by a Board member, although in some cases prior board members or others with unique skills may serve with Board approval.
    2. Vice Chair (if required), selected from the task force members by the Chair and President.
    3. Additional core leaders are selected from the task force membership by the Chair in conjunction with the President.
    4. All core leaders are expected to participate in 80% of task force meetings and lead projects and subcommittees
  - iii. Membership
    1. Task force members are selected from within the committees that are associated with the project (when appropriate), or other NAEMSE members in good standing.
- c. Resource Forums
- i. Function: created by the Board to serve as a resource (on a specific topic or issue) to the Board, committees and task forces. Also serve as an opportunity for topical discussion among members.
    1. Continue to function until either there remains no further need for the resource and/or there are no longer members who want to participate.
  - ii. Core leadership
    1. Chair, appointed by the president. Typically chaired by a Board member, although in some cases prior board members or others with unique skills may serve with Board approval.
    2. Vice Chair (if required), selected from the forum members by the Chair and President.
    3. Additional core leaders are selected from the forum membership by the Chair in conjunction with the President.

4. All core leaders are expected to participate in 80% of forum meetings and lead projects and subcommittees

- iii. Membership

1. Resource forum membership is open to all NAEMSE members in good standing. If the membership becomes too large special interest “subgroups” might be considered to maintain manageable discussions.

2. Functional considerations

- a. Overall responsibility for NAEMSE’s strategic plan rests with the Board, which assigns specific *goals* (and their associated *metrics*) within the plan to specific committees. Said another way, the board establishes direction (charge) for each committee, task force, and resource forum.
- b. When individual committees share responsibility for a single goal, they have primary accountability for specific metrics within that goal. Thus each committee’s responsibilities and accountability remain clear.
- c. The Board collaborates with individual committee chairs annually to establish *targets* for the metrics that the committee is responsible for.
- d. Responsibility for execution of individual elements of the strategic plan rest with the committee(s) to which it is assigned. The committee identifies specific tactics with approval of the board, and is responsible for executing those tactics.
- e. Committee/task force/resource forum chairs are responsible to
  - i. Keep their group focused on achievement of its strategic goals
  - ii. Communicate between the Board and the committee
  - iii. Maintain accountability of committee activities
- f. The Board remains a resource to all working groups to provide consultation or resources as necessary for the groups to achieve their goals.
- g. Exact number of core leaders for each group will vary depending upon the needs of the group, but will likely be between 3 and 7. The President and Chair of each group will revisit this number annually during the appointment process.