Acknowledgements

AMIA has organized its volunteer structure to enable rapid, thoughtful, and effective decision making. AMIA's members are the core component in our organization and the reason that we are leading the way in transforming health care through trusted science, education, and practice of informatics. Our volunteer structure is organized to take advantage of the expertise and energies of our members and to promote opportunities for deeper membership engagement. Members volunteer to share their passion and expertise in informatics and advance the profession by doing so.

AMIA's volunteer structure is organized around policies and practices that promote ethics and transparency. AMIA diligently works to identify and incorporate best practices in volunteer management that help to mitigate risk and improve the work flow for the organization. The AMIA staff is responsible for maintaining handbooks, procedures, and manuals that detail functions of the volunteer structure. Updates are done periodically and included for approval in the Board of Directors consent agenda.

Table of Contents

About AMIA

AMIA envisions a world where informatics transforms and improves health. AMIA's mission is to improve health through informatics education, science, and practice.

AMIA values

- scientific rigor
- creativity and innovation
- diversity of our membership
- interdisciplinary collaboration
- professionalism and integrity

AMIA actively supports the five domains

- Translational Bioinformatics
- Clinical Research Informatics
- Clinical Informatics
- Consumer Health Informatics
- Public Health Informatics

The Volunteer Structure of AMIA—Working Groups

AMIA has organized its volunteer structure to enable rapid, thoughtful, and effective decision making. AMIA's members are the core component in our organization and the reason that we are leading the way in transforming health care through trusted science, education, and practice of informatics.

Our volunteer structure is organized to take advantage of the expertise and energies of our members and to promote opportunities for deeper membership engagement. Members volunteer to share their passion and expertise in informatics and advance the profession by doing so.

AMIA Working Groups (WGs) promote the objectives of AMIA and provide a forum for increasing the professional knowledge and interaction of members with similar interests in the general fields of biomedical and health informatics.

[Diagram 1] Organizational Chart 1

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                          │   Board of   │
                          │  Directors   │
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              ┌───────┴──────┐      │
              │  Executive   │      │
              │  Committee   │      │
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   │  Audit   │ │Finance and│ │Nominating│ │Membership│ │Education │
   │Committee │ │Investment │ │Committee │ │and Outreach│ │Committee│
   │          │ │Committee  │ │          │ │Committee │ │          │
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Board of Directors

Executive Committee

Audit Committee

Finance and Investment Committee

Nominating Committee

Membership and Outreach Committee

Education Committee
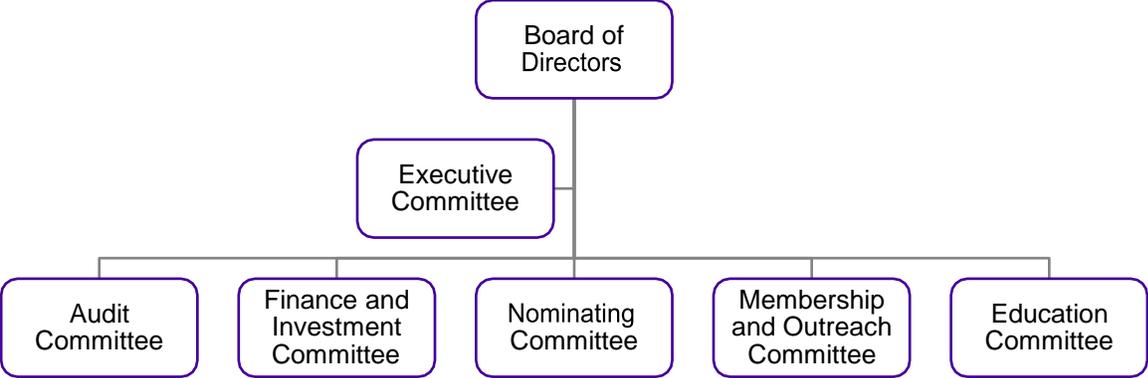
[Diagram 2] Organizational Chart 2

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                    ┌─────────────────────────┐
                    │  Executive Committee    │
                    └─────────────────────────┘
   ┌──────────────────────────┐   ┌──────────────────────────┐
   │ Academic Forum           │   │ ACMI Executive           │
   │ Executive Committee      │   │ Committee                │
   └──────────────────────────┘   └──────────────────────────┘
   ┌──────────────────────────┐   ┌──────────────────────────┐
   │ AMIA Representative to   │   │ AMIA Representative to   │
   │ IMIA                     │   │ CAHIIM Board             │
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   ┌──────────────────────────┐   ┌──────────────────────────┐
   │ Awards Committee         │   │ AMIA Representative to   │
   │                          │   │ CAHIIM HI                │
   │                          │   │ Accreditation Council    │
   └──────────────────────────┘   └──────────────────────────┘
   ┌──────────────────────────┐   ┌──────────────────────────┐
   │ Informatics              │   │ ANI Co-chair             │
   │ Partnership              │   │                          │
   │ Council                  │   │                          │
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   │ JAMIA Editor             │   │ Ethics Committee         │
   └──────────────────────────┘   └──────────────────────────┘
   ┌──────────────────────────┐   ┌──────────────────────────┐
   │ Public Policy            │   │ WG Steering              │
   │ Committee                │   │ Committee                │
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   │ Signature Awards         │
   │ Committee                │
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Working Group Steering Committee (WGSC)

Its role is to identify trends and interests in biomedical and health informatics and oversee the Working Groups that exist to address the interests of AMIA's members. The committee is responsible for communicating the vision and policies of the Board, serving as advocates on behalf of all Working Groups to the Board, and mentoring the working group leadership. This includes weighing decisions about budget requests, scoring submissions for workshop events, and serving as member champions for the Working Groups.

The strategic plan* is set by the Board in accordance with AMIA's mission. The Board is responsible for ensuring AMIA is meeting our strategic goals and that our finances are sound. The Board is accountable to AMIA's members.
*For the full Strategic Plan, visit: https://www.amia.org/about-amia/strategic-plan

The WGSC Chair

The Working Group Steering Committee Chair is responsible for communicating the views of and representing the voice of the Working Groups. The representative is a non-voting, ex-officio member of the Board. The Chair is appointed by the Chair of the AMIA Board of Directors as part of AMIA's Committee appointment process as defined in the *AMIA Committee Manual*. The Chair also serves as a member of AMIA's Education Committee. The Chair may choose to appoint a designee to serve as the liaison to the committee instead.

Governance

The members are appointed by the WGSC Chair and AMIA Director of Member Services for a two-year term.

The WGSC consists of a Chair, appointed committee members, and staff liaisons.

The WGSC Chair reports directly to the Executive Committee. The WGSC Chair will be a member of the Annual Symposium Scientific Program Committee as it relates to reviewing WG workshop submittals and reviewing them with the Chair of the Education Committee to determine approved submissions and is a member of the Membership Committee.

Annual Review

WGs are required to exhibit ongoing behavior that the WG is active. The current WG chairs and other leadership will prepare a report for the WGSC that details what each WG accomplished during the year, the approved budget figures for each activity, and the actual expenses (if applicable).

Budget and Finance

AMIA WG group projects are funded by the AMIA budget on a yearly basis. Note: Budget requests can be made as part of the activities plan.

Establishing a New Working Group—Pilot Process

There must be five initiating AMIA members involved as founding members of the WG responsible for launching the new WG.

The pilot process allows for a faster and easier approval process with fewer restrictions for the organizers. It is envisioned that all new working groups will go through this pilot process before being granted formal working group status.

Discussion Forum

These pilots will take the form of a "**Discussion Forum**" (DFs) and will include the following rights and privileges:

- A dedicated online AMIA community to communicate with and attract potential membership.

- Staff and technical support for AMIA sponsored webinars.

- Secondary preference for pre-symposia activity proposals to the AMIA Annual Symposium (highest priority reserved for WGs, lowest priority for unaffiliated proposals).

- For conferences with available networking suites, DFs may reserve these spaces when not in use by formal WGs.

Unlike formal Working Groups, these groups will not have access to:

- Formal meeting space at AMIA conferences. For conferences where networking suites are available, DFs may use these spaces when not in use by formal WGs.

- AMIA's virtual meeting licenses for standing or ad hoc meetings.

- Budget requests from the WGSC.

Although the Discussion Forum mechanism is designed as a pilot process for new Working Groups, we appreciate and support that some groups may permanently/semi-permanently remain as Discussion Forums. We believe that having an online discussion community can be sufficient and valuable for a number of communities.

Starting a Discussion Forum/Working Group

Regardless of the final goal of the group (e.g., Working Group or semi-permanent Discussion Forum), the process of starting a DF is the same. There must be five initiating AMIA members involved as founding members of the DF responsible for launching the new DF, as well as an administrative person to manage the new community.

Statement of Explanation and Purpose

These DF leaders shall prepare a brief purpose statement on the mission/purpose of the DF and an explanation for how they first worked within an existing WG to develop activities on the topic—offered to organize a webinar, group discussion call, or other project on the topic; approached the current officers about forming an internal-to-the-WG committee on the topic to discuss related issues and propose ongoing related activities; etc.—and why there is a demonstrated need for a new group, or why there is not an existing WG appropriate to house and provide activities based on their topic. This statement may also include a description of a potential leadership structure.
*SEE APPENDIX GV-A: Statement of Explanation and Purpose

In summary, applications for DFs/new WGs require:
- A Statement of Explanation and Purpose.

- An official Working Group Charter including a brief summary of the existing Discussion Forum's activities and future plans for the WG.

- A signed statement by the Officers that they have read and understand the Working Group Governance Manual.

[Diagram 3] Pilot Process

Statement of Explanation and Purpose → Officers → Approval Process → Discussion Forum → Charter + Activity Plan + Working Group

All proposals for new DFs will be reviewed by the WGSC Chair and AMIA staff. Depending on the complexity of justification, the application may be sent to the full WGSC for review.

Charter

While in the state of Discussion Forum, a Charter should be developed by the initiators. The Charter should contain:
- Listing of Officers
- Overview
- Mission
- Vision
- Goals
- Proposed Activities and Outcomes

SEE APPENDIX GV-B: Charter

Signed Statement During Self-Nomination Process

The self-nomination process for election to all WG elected positions will include a brief statement that each candidate must sign, which states that they have read the Working Group Governance Manual in its entirety, and:
- Understand the information provided for the role/responsibilities for which they are choosing to run and will carry out the responsibilities for that position

- Have read the responsibilities of the other elected positions for their WG
- Will work collegially and closely with their fellow officers to aid each other in carrying out the work of the WG

SEE APPENDIX GV-C: Signed Statement

Annual Review of Charter

The Charter should be reviewed and updated, if necessary, at least annually. The updated Charter should be available for review by September 15. A copy must be sent to the Director of Member Services. The timing will enable the WGSC to review and approve during the Annual Symposium.

Transitioning a Discussion Forum to a Working Group

It is expected that the minimum pilot phase for a Working Group will be six months to one year in length. Exceptions may be granted on a case-by-case basis by the WGSC. DFs will be evaluated based on a balance of the growth and activity of their group (e.g., smaller but highly active groups will be viewed similar to larger groups). Activity of the group will be defined based on the working group activities listed in the handbook, though novel activities will also be viewed favorably.

Evaluation

At the end of each year, the WGSC reviews the WG program. The WGSC considers the following questions to determine if a WG is active:

1. Is the Chair an active participant and an effective liaison to the WG leaders, the WGSC, and the AMIA office?
2. Did the WG hold an election (applicable in election years only)?
3. Are the WG content pages up to date?
4. Is there active discussion on the AMIA Connect WG community?
5. Does the WG demonstrate purpose and a need to exist?

Probation, Suspension, and Deactivation

Probation

Each year after the WGSC has performed an evaluation of each WG, the WGSC will place WGs that do not comply with the five basic requirements of being an active WG into probation. During probation, the WGSC will engage its members and solicit volunteers to bring the WG back into active status. The WGSC may replace the WG Chair or make other changes to the Leadership Team as needed. Once the situation has sufficiently improved or been remedied, the group will be placed back in active status. Probation may last no longer than six consecutive months.

Suspension

If the WGSC does not see evidence of progress or sufficient improvement of the WG during probation, the WG will be placed in suspension. A group of AMIA members may request reinstatement (i.e., to be moved back to active status from suspension) by submitting the name of a Chair and signatures of 25 AMIA members who believe there is a need for the WG to exist. Suspension may last no longer than three consecutive months.

Deactivation

If the WGSC does not receive a request for reinstatement in a timely manner during the suspension period, the WG will be deactivated. Once a WG has been deactivated, the WG content pages and AMIA Connect community discussions will be shut down, AMIA members will no longer be able to sign up for the WG community, and the WG will be removed from all communication and marketing materials. In the event that a group of AMIA members feel a need for the group to become active again, they should follow the steps for establishing a new WG.

Qualifications

Members of the Leadership Team shall be members in good standing of AMIA and the Working Group at the time of their nomination, election, and service. Should any officer or member of the Leadership Team, or any nominee or officer-elect or committee member-elect, cease to be a member in good standing of AMIA, her or his position shall be declared vacant. The Chair, with the advice and consent of the Leadership Team, shall appoint a member in good standing to serve in the vacated position. At the next regularly scheduled election, there shall be nominations and voting to fill the position. Should such an election be held in an "off year" (e.g., in an even year for an office normally elected in an odd year), the person elected would serve only for the unexpired term, so that the office could continue to be filled in odd or even years, as scheduled.

Except for a specially elected officer who has served less than a full term in the elected position, officers should not immediately succeed themselves in the same office. Exceptions can be made to this policy. It is recommended that persons running for the office of Chair-Elect should have the advantage of having served previously in a leadership capacity for a Working Group.

Expectations and Essential Elements of Effective Working Groups

What WG leadership teams are expected to do:

- Support the mission of the WGSC and the AMIA Board.

- Attend assigned WG meetings as an active, prepared participant.

- Plan, develop, and conduct meetings assigned as critical to the success of the WG.

- Attend meetings and membership events.

- Serve its WG membership by keeping them updated on information, news, and the progress of initiatives.

- Abide by the AMIA Connect Code of Conduct* and remind community members of it when necessary. *For the AMIA Connect Code of Conduct, visit: https://connect.amia.org/codeofconduct

- Communication to WG Members—The Chair is responsible for keeping the WG Web site up to date, monitoring email discussion lists and updating WG members with highlights of every face-to-face or virtual meeting. These tasks may be delegated to another WG leader, but the Chair remains ultimately responsible.

- Demonstration of Purpose—Each WG must exhibit ongoing behavior that is consistent with the continued need for the WG to exist. Assessment of this behavior if done by the WGSC in conjunction with the WG Chair, and AMIA staff.

Reporting

Planning

The WG Chair, in conjunction with the leadership team, is responsible for these plans/reports.

[Table 1] Reports and Plans

Item	Month(s) Due	Owner
Long-Term Activity Plan	Oct. 1	• Chair-Elect and Chair in odd-numbered years • Chair and Past-Chair in even-numbered years
Annual Report	Oct. 1	Chair
Quarterly Report	Jan. 10 April 10 July 10	Chair
Annual Review of Charter	Oct. 1	Chair and Chair-Elect

SEE APPENDIX GV-D for a Long-Term Activity Plan template
SEE APPENDIX GV-E for an Annual Report template
SEE APPENDIX GV-F for a Quarterly Report template
SEE APPENDIX GV-G for an Annual Charter Review and Updates template

Metrics

Working with AMIA staff and the WGSC Chair, specific goals for each WG are established. These metrics are reported on the Activity Reports.

- WG Membership Growth
- Activities
- Leadership Development
- Career Growth Mentoring
- Metrics Sharing
- Mentorship Activity
- Collaboration with Other WGs
- Nonmember Engagement

Composition

The leadership team of the Working Group shall be as follows:

- Chair (required)
- Chair-Elect (required)

The leadership team may also include the following positions:

- Vice Chair
- Secretary
- Member-at-Large
- Meeting Minutes Scribe and Archivist
- Content Administrator
- Other positions as assigned

Official AMIA Liaison

AMIA applauds volunteer leadership efforts in building awareness of AMIA with other organizations. The process to become an official AMIA liaison is as follows:

For approval, WG Chairs must complete the **Official AMIA Liaison Request Form.** Once the completed form is received by the AMIA Director of Member Services, it will be reviewed with the WGSC for approval to move forward with a **Memorandum of Understanding (MOU)**. The MOU will be completed by AMIA staff and the WGSC Chair and then will move on for approval by AMIA's BOD. If approved, the Chair and the applicable association/society/organization will receive an official confirmation.
SEE APPENDIX GV-H: AMIA Liaison Request Form

WGs must not commit AMIA to support any activities requiring AMIA resources or the AMIA name or logo without the written approval of the AMIA office.

Generally, the WGSC follows these guidelines when considering requests:
1. AMIA allows and supports the development of liaison activities with other organizations.
2. Only organizations with related goals and missions are eligible for liaison relations.
3. Organizations that require an organizational membership fee in order to establish a formal relationship shall be urged to make an exception to this requirement. If this exception cannot be achieved, all budgeted expenses are included as part of the regular board budget review and approval.
4. Prior to establishing a formal relationship with another organization/entity, the WGSC must approve the proposal by confirming that the proposed liaison would fulfill all requirements.

5. Generally, only one person serves at any one time as a liaison to an outside organization.

6. AMIA members applying to serve as a liaison must be active AMIA members in good standing and must receive an endorsement for the liaison position from the applicable WG Chair.

7. The AMIA's office will maintain a list of all AMIA representatives.

8. Candidates for a liaison position should have established ties to the organization involved in the liaison activities and serve in an official capacity that is recognized by both AMIA and the other organization (generally, this means that the proposed liaison has memberships in both AMIA as well as the other organization). Potential AMIA representatives must demonstrate that they have an active interest in the organization targeted for liaison activities (participation at other organization's meetings) and should be willing to continue to participate in the other organization as before.

9. In the event that item #3 is Board approved, liaison representatives are responsible for maintaining their active relationship with the liaison organization and maintaining their own individual membership in the other organization (if this is an organizational membership, liaisons are responsible for coordinating with the AMIA office to be sure dues are paid and coordinating with the WG Chair each year to be sure a budget expense is included during the budget review process).

10. AMIA will not pay for individual membership fees, travel fees, conference costs, or other expenses associated with the role of WG liaisons.

11. Regarding AMIA's policy on speaking on behalf of or representing the organization, please go to https://www.amia.org/about-amia/bylaws-and-policies/representation-policy

12. Liaisons should coordinate with the AMIA office regularly to promote AMIA to the other organization's members at meetings and events. The WGSC regularly reviews this guideline when reviewing the effectiveness of liaison relationships.

13. Liaisons must file a written report to their WG and the WGSC annually.

Nonmember WG Participation

In your sphere of networking, whether internal or external to AMIA's networking opportunities, you may meet informatics professionals who are not members of AMIA or who have been members in the past. We understand that when collaborating on initiatives or building relationships with other informatics professionals, more specifically, with those in your discipline, it may be beneficial to work with others regardless of their AMIA membership status.

We applaud your commitment to your profession and embrace the concept of informatics professionals working together toward a common goal. As AMIA volunteer leaders, we ask that you make it part of the conversation to introduce AMIA to nonmembers as well as inform AMIA staff of their participation in AMIA WG virtual and face-to-face meetings. We'll provide an easy method of informing AMIA staff and we will support your effort to help nonmembers understand the benefit in becoming a member and especially a WG community member.

When conducting an AMIA WG virtual or face-to-face meeting with nonmembers present, please be sure to reference AMIA member benefits and refer them to AMIA staff. We're providing a sample slide* for a Power Point presentation or end of meeting slide, and we'll provide an "easy to use" meeting minutes template* that will incorporate a place to list nonmember contact information.

*For a full listing of member benefits, visit: https://www.amia.org/membership-benefits
*SEE APPENDIX GV-I: Sample Slide for Membership Promotion
*SEE APPENDIX GV-J Meeting Minutes Template

Membership

AMIA Regular, Life, Young Informatics Professional, Student, Retired, and Affiliate members* may belong to an unlimited number of WG communities.

AMIA members are encouraged to participate in as many WG communities as they are interested in.
*For a complete listing with descriptions on member categories, visit: https://www.amia.org/membership-categories

Elections

Most WG elections are held every other fall in conjunction with the regular AMIA election for the Board of Directors, with the exception of Student WG and NI-WG. The AMIA office will coordinate the WG election process.

The term for the WG Chair is a four-year commitment: one year as Chair-Elect, two years as Chair, and the last year as Past-Chair. Elections are held every other year for Chair-Elect. There is not a limit on the number of times an AMIA member may run for Chair. * The official term for a new person taking office is January 1.

Developing the WG Election Slate

Members of the working group are able to self-nominate for available positions during the open self-nomination period which takes place in conjunction with the AMIA Board of Directors nomination process. This typically takes place June/July of an election year.

During any election cycle, a candidate may not self-nominate for

- chair of more than one working group (i.e., Chair-elect of GEN/TBI and Chair-elect of CRI)
- more than one position within a working group (i.e., Chair-elect and Member-at-Large)

Once the nomination period closes, a list of all candidates is shared with the working group leadership. At that time the final slate is vetted and shared with AMIA staff to be included in the final election slate.

Elected Positions vs. Appointed Positions

Elected positions are the "elected officers" of the WG. They are part of the WG's leadership team, which comprises all elected and appointed positions.

Working Group Governance Manual

Appointed positions can be created, amended, and ended on an ad hoc basis within the WG, by the Chair, depending on the needs of the WG. The Chair must communicate the expected term of service and specific duties to the appointed candidate when she or he is appointed.

The Chair will submit a description of any newly created appointed position, including its specific duties, to the AMIA Director of Member Services.
SEE APPENDIX GV-K for "Position Request" form.

However, if a WG wants to create another elected position, the Chair must submit a request, with an explanation of what the proposed new elected position is, what its specific duties are, and why it's needed, to the WGSC Chair and Director of Member Services before March 31 of that year, prior to the start of the elections process. They will advise the WG whether or not the position can be added to the roster of elected positions. The process is the same for eliminating existing elected positions.
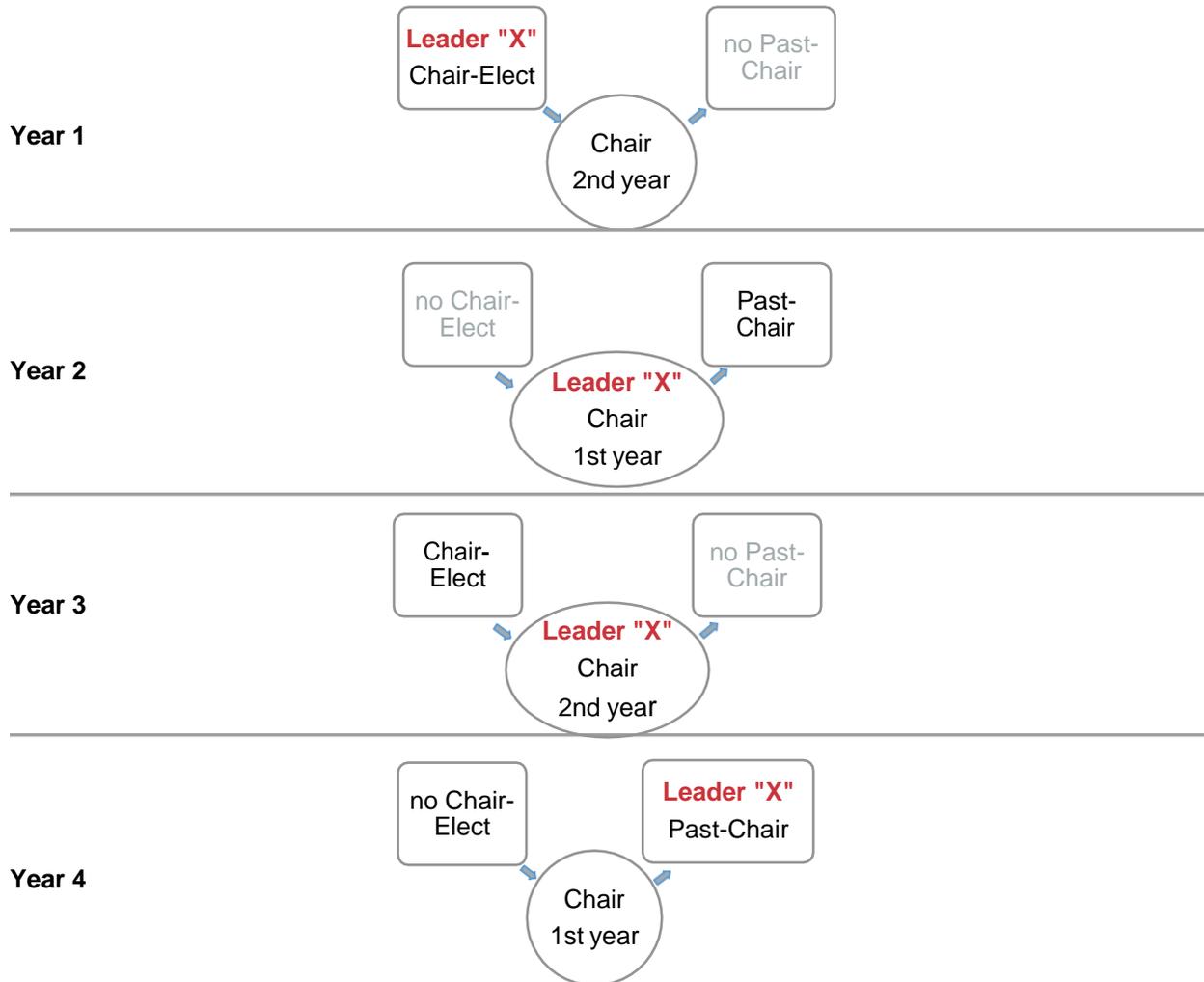SEE APPENDIX GV-K for "Position Request" form.
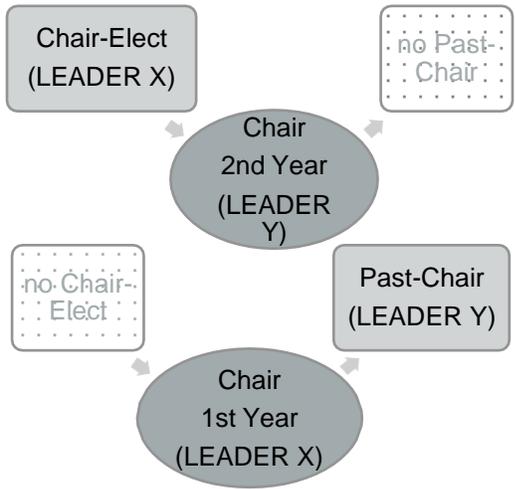The term of service will be the same as for the Vice-Chairs.

Terms

The Chair-Elect should be prepared to serve a total of four years. The time commitment for other WG leadership is determined by the WG Administrative Committee and coincides with AMIA's policies and procedures, unless specific time commitments have been set forth in the individual WG operating guidelines. Here is an example of the Chair-Elect's path:

[Diagram 4] Four Year Chair-Elect through Past-Chair Term for Leader "X"

Year 1

Leader "X" Chair-Elect		no Past-Chair

Chair 2nd year

Year 2

no Chair-Elect		Past-Chair

Leader "X" Chair 1st year

Year 3

Chair-Elect		no Past-Chair

Leader "X" Chair 2nd year

Year 4

no Chair-Elect		**Leader "X"** Past-Chair

Chair 1st year

Term of Chair-Elect and Past-Chair

[Diagram 5] Term of Chair-Elect and Vice-Chair

When leader "X" is Chair-Elect, it will be when Chair "Y" is in their second year as Chair. There is no Past-Chair at this time.

When Chair-Elect "X" becomes Chair, Chair "Y" becomes Past-Chair. There is no Chair-Elect position. In other words, at no time is there a current Chair-Elect AND Past-Chair position holding office at the same time. The Past-Chair position takes place during the Chair's first year. The Chair-Elect position takes place during the Chair's second year.

Chair-Elect, Chair, and Past-Chair. The Chair-Elect shall serve one year in the position, and in the following two years, serves as Chair. During the fourth year, he or she will serve as Past-Chair.

Vice-Chair. The Vice-Chair shall serve two years in the position, with the term of office beginning in an odd-numbered year.

Secretary. The Secretary shall serve two years in the position, with the term of office beginning in an odd-numbered year.

Member-at-Large. Each Member-at-Large shall serve two years in the position, with the term of office beginning in an odd-numbered year.

Content Administrator. The Content Administrator shall serve two years in the position, with the term of office beginning in an odd-numbered year.

Meeting Minutes Scribe and Archivist. The Meeting Minutes Scribe and Archivist shall serve two years in the position, with the term of office beginning in an odd-numbered year.

Duties of Officers and Other Members of the Leadership Team

Chair. The Chair shall convene and preside over and set the agenda for membership and Leadership team meetings; represent the Working Group in AMIA; provide leadership for the AMIA Connect Working Group and AMIA; and serve as the Working Group's liaison to other groups and individuals concerned in the informatics profession.

Chair-Elect. The Chair-Elect shall assist the Chair as requested, and delegate and participate in the activities and deliberations of the Leadership Team. The Chair-Elect shall manage and ensure the accuracy of the metrics.

Past-Chair. The Past-Chair will serve for one year and assist the incoming chair as necessary. The Past-Chair will also assist in mentorship activities and volunteer recruitment.

Vice-Chair. The Vice-Chair shall participate in the activities and deliberations of the leadership team as necessary and carry out related activities as requested by the Chair. The Vice-Chair will also assist in WG recruitment and AMIA nonmember engagement.

Secretary. The Secretary shall assist in recording minutes of face-to-face and virtual meetings (in and outside AMIA Connect) of the leadership team and shall participate in the activities and deliberations of the leadership team as necessary.

Member-at-Large. The Member-at-Large shall participate in the work of the leadership team and carry out related activities as requested by the Chair.

Meeting Minutes Scribe and Archivist. The Meeting Minutes Scribe and Archivist shall record minutes of face-to-face and virtual meetings (in and outside AMIA Connect) of the leadership team. The Meeting Minutes Scribe and Archivist shall archive minutes in the AMIA Connect WG library and shall participate in the activities and deliberations of the leadership team as necessary.

Content Administrator. The Content Administrator shall update the AMIA Connect WG pages and shall submit updates to the appropriate AMIA staff. The Content Administrator shall participate in the activities and deliberations of the leadership team as necessary.

Resignation, Removal, and Vacancies

An elected member of the leadership team may resign upon presenting his or her written resignation to the Chair of the WGSC. The resignation shall become effective at an agreed-upon date.

Conflict of Interest

In their capacity as leaders of AMIA, WG leaders have an obligation to make decisions and conduct affairs of the organization based upon the desire to promote AMIA and its mission. *AMIA's Conflict of Interest Policy* aims to educate leaders on what constitutes a conflict of interest or the appearance of a conflict of interest, to set standards for full disclosure of professional and relevant personal activities and relationships that created a conflict of interest or the appearance of a conflict of interest, to remedy and resolve conflicts of interest per AMIA's conflict of management options, and to encourage leaders to remain aware of and take initiative to manage, disclose, and resolve conflicts of interest appropriately.

In order to proactively address any potential conflicts of interest, each WG Leader is required to annually complete and submit a disclosure form in January. Disclosures and agreed to methods of management are summarized yearly on the internal AMIA website, allowing all AMIA members to review the COI disclosures of leaders.

For the AMIA's Conflict of Interest Policy, please go to: https://www.amia.org/about-amia/ethics/conflict-interest or contact Phyllis Burchman at 301-657-1291 or phyllis@amia.org

Meetings

The Working Group Leadership Team shall hold an annual face-to-face meeting during the AMIA Annual Symposium. Face-to-face meetings at other AMIA events are also encouraged and can be coordinated with AMIA staff for meeting space availability. Meetings are open to all and deemed as an AMIA member and WG recruitment opportunity.

Meetings can be conducted in accordance with the Robert's Rules of Order, Revised*.

To view the Rules online, visit: http://www.rulesonline.com/index.html

Any ad hoc committees shall meet as necessary. They may conduct business by mail, telephone, or electronic media. When business is conducted outside formal meetings, records of any correspondence, transactions, and decisions are to be forwarded to the Secretary for compilation into the permanent records of the Working Group.

All meetings, in person or virtual, must perform the following actions:

Record minutes (for easy-to-use template, SEE APPENDIX GV-J Meeting Minutes Template)

- Upload minutes to the community library and send a post informing the WG community that they are available.

- Highlights and action items from minutes should be shared with the membership via AMIA Connect through a newsletter or updates as needed.

- If action by AMIA staff is necessary, minutes should be shared with the appropriate AMIA staff person.

Roles and Responsibilities

Each WG must have a Chair and a Chair-Elect. Other leadership roles (i.e., Vice-Chair and Member-at-Large) are optional depending on, for example, WG size and needs. Expected responsibilities for each leadership role are described on the following page.

Working Group Chair-Elect/Chair/Past-Chair

The Working Group Chair's journey begins as the Chair-Elect. A Chair's commitment is four years.

[Table 2] Chair Term/Roles

Activity	As Chair-Elect	As Chair	As Past-Chair
Qualifications	• AMIA member for at least two years. • Member of the WG for at least one year. • Recommended but not mandatory: Previous leadership position.	• AMIA member for at least two years. • Member of the WG for at least one year. • Recommended but not mandatory: Previous leadership position.	• AMIA member for at least two years. • Member of the WG for at least one year. • Recommended but not mandatory: Previous leadership position.
Expectations	• Learns best practices of the role of chair. • Attends all training sessions. • Assists Chair.	• Attends assigned WG meetings as an active, prepared participant. • Plans, develops, and conducts meetings assigned as critical to the success of the WG. • Attends meetings and membership events. • Serves its WG membership by keeping them updated on information, news, and the progress of initiatives.	• Assists and mentors Chair. • Actively engages WG members in the Mentorship program. • Leadership training and cultivation.
Election	The term coincides with even-numbered years.	The term coincides with odd-numbered years.	The term coincides with odd-numbered years.

Term	The Chair-Elect shall serve one year in the position.	The Chair shall serve two years in the position.	The Past-Chair shall serve one year in the position.

[Diagram 6a] Chair-Elect through Past-Chair Role

```
Chair-Elect        Chair           Past-Chair
(1 year)    ➡     (2 years)   ➡    (1 year)
```

Roles and Responsibilities

- Attends all meetings at which Chair is present and other meetings as needed.

- Attends all training sessions (orientation, coaching, transition).

- Works closely with Leadership Team to engage WG community members and grow WG membership.

- Assists the Chair as requested, delegates and participates in the activities and deliberations of the Leadership Team.

- Manages and ensures the accuracy of the metrics.

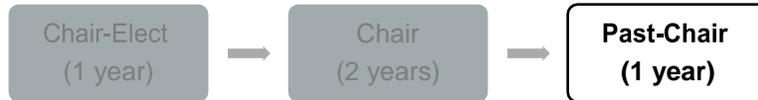[Diagram 6b] Chair-Elect through Past-Chair Role

```
Chair-Elect        Chair           Past-Chair
(1 year)    ➡     (2 years)   ➡    (1 year)
```

Roles and Responsibilities

- Actively participates in WG Leadership Virtual Orientation training.

- Actively participates in monthly WGSC Leadership calls.

- Actively participates in the AMIA Leadership Dinner at the Annual Symposium.

- Actively participates in the annual WG Communities Leaders face-to-face breakfast meeting at the Annual Symposium.

- Creates, reviews, submits quarterly activity reports.

- Creates, reviews, submits an annual review of the WG's Charter to determine if updates are necessary.

- Sets the agenda and leads planning calls and virtual and face-to-face meetings for their WG's leadership team and leads the team via ongoing related emails.

- Actively seeks the ideas, input, and advice of the leadership team, particularly the Past-Chair.

- Solicits ideas and participation from WG members for activities, topics, panelists, webinar presenters, etc.

- Communicates with the WG to promote the WG's and other AMIA activities, news, and calls for elections, and to solicit input for activities.

- Oversees the planning and submission of WG-sponsored workshop proposals. The Chair may delegate part or all of this process to one or more of the WG's other elected officers, but she or he is responsible for reviewing drafts and providing input, including for the final draft, and provides the final authority and permission for other officers to submit.

- Oversees and submits WG-sponsored panels for the Symposium; the Chair may delegate part or all of this process to one or more of the WG's other elected officers, but she or he is responsible for reviewing drafts and providing input, including for the final draft, and provides the final authority and permission for other officers to submit.

- Coordinates, organizes, and executes WG-sponsored webinars.

- Coordinates, organizes, and executes other WG-sponsored activities (e.g., topical discussion conference calls; journal-club sessions; Networking Suite gatherings during Symposium; other ideas).

- Delegates specific tasks to the other WG leaders to the extent and in amounts appropriate for their roles in order to coordinate, organize, and execute WG activities.

- Works with the Vice-Chair and other WG leaders to determine if internal-to-the-WG committees should be formed to plan activities related to specific topics.

- In conjunction with the WG leadership team, appoints new WG positions (e.g. Communications/Web Liaison), if needed, and reports to the WGSC Chair regarding these positions.

- Collaborates, where possible, with leaders of other WGs to create and execute co-sponsored activities.

- Collaborates, where possible, with outside colleagues and stakeholders to plan and execute co-sponsored activities.

- In conjunction with the WG's leadership team and/or WG members, sets the agenda for the WG's face-to-face meeting at Symposium; the Chair communicates the agenda to the WG in advance of Symposium (or delegates the communication), and hosts and leads the face-to-face meeting.

- The Chair, like all of a WG's leaders, is expected to participate in/attend the WG's planned activities whenever possible.

- During the period of WG elections, offers to converse with any interested members who are considering self-nomination to answer questions and discuss the experience.

- Mentors the Chair-Elect and Vice-Chair- during their year of serving as Elects. Seeks counsel of the Past-Chair.

[Diagram 6c] Chair-Elect through Past-Chair Role

```
┌─────────────┐      ┌─────────────┐      ┌─────────────┐
│ Chair-Elect │ ──▶  │    Chair    │ ──▶  │ Past-Chair  │
│  (1 year)   │      │  (2 years)  │      │  (1 year)   │
└─────────────┘      └─────────────┘      └─────────────┘
```

Roles and Responsibilities

- Participates in monthly WG Leadership calls.

- Participates in the annual WG Leaders face-to-face breakfast meeting at the Annual Symposium.

- Mentors the Chair, Vice-Chair, the Elects, other leadership team members, and serves as their primary source of advice for the successful continuation of the WG.

- Actively seeks and matches volunteers to a role; recruits volunteers.

- Actively coordinates, mentors, and engages WG members in the AMIA Mentorship Program.

- Actively participate in their WG's leadership team calls, emails, and meetings.

- May, in conjunction with other leadership team members, conduct some of the communication with the WG to promote the WG's and other AMIA activities, news, and calls for elections, and to solicit input for activities.

- May, in conjunction with other leadership team members, oversee and submit WG-sponsored workshop proposals.

- May, in conjunction with other leadership team members, oversee and submit WG-sponsored panels for the Symposium.

- May, in conjunction with other leadership team members, coordinate, organize, and execute WG- sponsored webinars.

- May, in conjunction with other leadership team members, coordinate, organize, and execute other WG-sponsored activities.

- Past-Chairs, like all of a WG's leaders, are expected to participate in and attend the WG's planned activities whenever possible.

- During the period of WG elections, offers to converse with any interested members who are considering self-nomination to answer questions and discuss the experience.

- Should the current Chair have to resign or vacate her or his position for any reason, the Past- Chair immediately resumes the Chair position as Interim Chair. She or he works with the WGSC Chair, in conjunction with the WG's other leaders, to determine if another person should be appointed Chair for the remainder of the term, or if she or he will serve until the next election, and how/when during that election and on-boarding cycle of the officers the transition will occur.

Working Group Vice-Chair

Qualifications

- AMIA member for at least two years.
- Member of the WG for at least one year.

Expectations

The Vice-Chair shall participate in the activities and deliberations of the leadership team as necessary and carry out related activities as requested by the Chair. The Vice-Chair will also assist in WG recruitment and AMIA nonmember engagement.

Election

The term coincides with even-numbered years.

Term

The Vice-Chair shall serve two years in the position.

Roles and Responsibilities

- Participates in virtual orientation training.
- Participates in monthly WG Leadership calls.
- Participates in the annual WG Leaders face-to-face breakfast meeting at the Annual Symposium.
- Actively engages in activities that culminate in WG membership growth.
- Manages and actively engages with AMIA nonmembers as well as the WG members.
- Assists the Chair in preparation of activity reports and other accountabilities.
- Although the Chair is ultimately responsible for ensuring that activities are executed and activity metrics are met, the Vice-Chair will assist the Chair in carrying out tasks necessary to do so.
- Actively participates in their WG's leadership team planning calls, emails, and meetings.
- In conjunction with the Chair, coordinates, organizes, and executes WG-sponsored webinars.
- In conjunction with the Chair, coordinates, organizes, and executes other WG-sponsored activities (e.g., topical discussion conference calls; journal-club sessions; Networking Suite gatherings during Symposium; other ideas).
- In conjunction with the Chair, delegates specific tasks to the other WG leaders to the extent and in amounts that are appropriate for their roles in order to coordinate, organize, and execute WG activities.
- Solicits ideas and participation from WG members for activities, topics, panelists, webinar presenters, etc.
- In a coordinated fashion with the Chair, communicates with the WG to promote the WG's and other AMIA activities, news, and calls for elections, and to solicit input for activities.

- Collaborates, where possible, with other WG leaders to create and execute co-sponsored activities.

- Collaborates, where possible, with outside colleagues and stakeholders to plan and execute co-sponsored activities.

- Expected to participate in and attend the WG's planned activities whenever possible.

- During the period of WG elections, offers to converse with any interested members who are considering self-nomination to answer questions and discuss the experience.

Working Group Member-at-Large

Qualifications

- ☐ AMIA member for two years
- ☐ Interested and active in the WG

Expectations

Election

The term coincides with even-numbered years.

Term

The Member-at-Large shall serve two years in the position.

Roles and Responsibilities

- Take on a specific designated annual task or tasks for the WG. The Chair may delegate other tasks to the Members-at-Large as agreed.
- Participate in all of their WG leadership calls, emails, and meetings.
- Attend orientation training.
- Participate in the annual WG Leaders face-to-face breakfast meeting.
- Participate in/attend the WG's planned activities whenever possible.

Working Group Content Administrator

Qualifications

Basic knowledge of HTML and other web interfaces. Basic knowledge of AMIA's community platform and general website.

Expectations

The Content Administrator will attend leadership meetings and work closely with the chair to keep WG pages updated in a timely fashion. This person will also work with the WG membership to gather any and all content necessary for publishing to the WG pages.

Election

The Content Administrator position will be elected in odd-numbered years during the normal WG election cycle unless otherwise noted.

Term

The Content Administrator will serve a two-year term.

Roles and Responsibilities

- Works with WG leadership to determine strategy for using AMIA's platforms to promote WG activities (i.e., AMIA Connect, WG Public Web Pages, meeting websites).
- Works with AMIA staff to build out AMIA connect and public-facing web pages for the WG.
- Works with WG membership as necessary to gather content for building out sections of the website (i.e., headshots, meeting CFP, video files).

Working Group Meeting Minutes Scribe and Archivist

Qualifications

AMIA member for at least one year.
Proficient in MS Word.
Preferably proficient in MS Excel and MS PowerPoint.

Expectations

- Be available for every face-to-face or virtual meeting to record minutes.
- Ensure all meeting minutes have been uploaded to AMIA Connect WG community library and announced to membership of their availability.

Election

The Meeting Minutes Scribe and Archivist position will be elected in odd-numbered years during the normal WG election cycle unless otherwise noted.

Term

The Meeting Minutes Scribe and Archivist will serve a two-year term.

Roles and Responsibilities

- Record minutes of face-to-face and virtual meetings (in and outside AMIA Connect) of the leadership team.
- Archive minutes in the AMIA Connect WG library and post their availability to community members.
- Participate in the activities and deliberations of the leadership team as necessary.

Working Group Secretary

Qualifications

AMIA member for at least one year.
Proficient in MS Word.
Preferably proficient in MS Excel and MS Power Point.

Expectations

- Shall coordinate with Scribe to be available when Scribe is unavailable to record minutes of face- to-face and virtual meetings (in and outside AMIA Connect) of the leadership team.

- Shall be available to leadership team in the development of materials and reporting.

Election

The Secretary position will be elected in odd-numbered years during the normal WG election cycle unless otherwise noted.

Term

The Secretary will serve a two-year term.

Roles and Responsibilities

- Shall assist in recording minutes of face-to-face and virtual meetings (in and outside AMIA Connect) of the leadership team.

- Shall participate in the activities and deliberations of the leadership team as necessary.

- Assist leadership team in development of presentations, reporting, etc.

Staff Accountability and Support

The Director of Member Services is the primary contact with the WGSC and WG leadership teams. Turnaround time on requests is normally 24-72 hours and up to 1-2 weeks on more comprehensive requests. For requests to update the AMIA website, simple requests can normally be taken care of in a few days, but more complex requests will need to be scheduled.

SEE APPENDIX GV- L: Staff Support Services

Working Group Governance Manual

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GV-A – Statement of Explanation & Purpose

GV-B – Charter

GV-C – Signed Statement

GV-D – Long Term Activity Plan

GV-E – Annual Report

GV-F – Quarterly Report

GV-G – Annual Charter Review – Updates

GV-H – Liaison Request Form

GV-I – Membership Slide

GV-J – Meeting Minutes

GV-K – Position Request

GV-L – Staff Support Services

Appendix GV-A – Statement of Explanation & Purpose

Group Name:

FOR YOUR COMPLETION

Completed By:

Completion Date:

> Please complete this form when forming a Discussion Forum or transitioning from a Discussion Forum to a Working Group
>
> **Other forms necessary for gaining approval**
> - Charter (SEE APPENDIX GV-B)
> - Signed Statement (SEE APPENDIX GV-C)
>
> **Questions?** Contact the Director of Member Services at 301-657-1291 or via email at membership@amia.org
>
> **Submit form via email to:** Director of Member Services at membership@amia.org

Purpose

(The unifying principle that drives everything the Discussion Forum does or that the Working Group will do.)

Appendix GV-A – Statement of Explanation & Purpose

Group Name:

Statement of Explanation

EXAMPLE: An explanation for

- How you first worked within an existing WG to develop activities on the topic -- e.g. offered to organize a webinar, group discussion call, or other project on the topic.

- Approached the current officers about forming an internal-to-the-WG committee on the topic to discuss related issues and propose ongoing related activities; etc.

- And why there is a demonstrated need for a new group, or why there is not an existing WG appropriate to house and provide activities based on your topic.

Appendix GV-B – Charter

Group Name:

FOR YOUR COMPLETION

Completed By:

Completion Date:

> Please complete this form when forming a Discussion Forum or transitioning from a Discussion Forum to a Working Group
>
> **Other forms necessary for gaining approval:** Forms **GV-A** and **GV-C**
> **Questions?** Contact the Director of Member Services at 301-657-1291 or via email at mail@amia.org
> **Submit form via email to:** Director of Member Services at mail@amia.org

While in the state of Discussion Forum, a Charter should be developed by the FIVE initiators. The Charter should contain:

- Listing of Officers
- Overview
- Mission
- Vision
- Goals
- Proposed Activities and Outcomes

Working Group Governance Manual

Appendix GV-B – Charter

Group Name:

Listing of Officers (name and term)

Name   Term

Appendix GV-B – Charter

Group Name:

Overview (brief description)

Appendix GV-B – Charter

Group Name:

Mission

A group's reason for existence. It establishes what the group currently does and for whom. A good mission captures what is unique about the group and serves as a touchstone against which all other activities are judged.

Appendix GV-B – Charter

Group Name:

Vision

A vision is a description of what the group wants to be in the future as it successfully fulfills its mission. It is more aspirational than a mission statement and should help to inspire the leaders and members.

Working Group Governance Manual

Appendix GV-B – Charter

Group Name:

Goals

A goal is a desired result or possible outcome that a group envisions, plans and commits to achieve.

Working Group Governance Manual

Appendix GV-B – Charter

Group Name:

Proposed Activities and Outcomes

Outcomes are what your group wants to achieve at the end of an activity. An example of an activity is conducting a webinar.

Appendix GV-B – Charter

Group Name:

Sample Working Group Charter
(KDDM-WG 6-1-2015)

Officers

Chair	Jianying Hu, IBM Research (2015-2016)
Chair-Elect	
Past-Chair	Janusz Wojtusiak, George Mason University (2015)
Vice-Chair	Eileen Koski, North Shore LIJ Health System (2015-2016)
AMIA Connect and Website Administrator	
Secretary	Kirk T. Phillips, University of Iowa (2015-2016)

Overview

Knowledge Discovery and Data Mining focus on the process of extracting meaningful patterns from biomedical data (knowledge discovery), using automated computational and statistical tools and techniques on large datasets (data mining).

Its underlying purpose is to help humans make high-level sense of large volumes of low-level data and share the derived knowledge and insights with colleagues in related fields.

The methods involved encompass data preparation, cleaning, and selection; application of relevant prior knowledge; data modeling and merging; development and application of data mining algorithms; advanced analytic and statistical techniques; data visualization and Geographical Information Systems (GIS[JH1]). It engages specialized expertise from such diverse areas as machine learning, pattern recognition, database science, statistics and analytics, artificial intelligence, natural language processing (NLP), knowledge acquisition for expert systems, data modeling and visualization, and high-performance computing.

As an AMIA Working Group, all the techniques and expertise described above are combined with subject matter expertise in biomedical domains to address issues relevant to both real-world healthcare issues as well as for hypothesis generation to identify fruitful areas for future research across the spectrum of healthcare and biomedicine.

Appendix GV-B – Charter

Group Name:

Mission

To advance the science, education and application of Knowledge Discovery and Data Mining in the fields of healthcare and biomedicine and to inspire practitioners with a vision of what can be achieved.

Vision

The inclusion of advanced Knowledge Discovery and Data Mining techniques in the informatics toolkit of both researchers and practitioners in healthcare and biomedicine, combined with a broad-based recognition of the value and contribution this discipline brings to the field.

Goals

- To teach others about the methods and applications of data mining, leading to expanded use in research, practice and industry.
- To engage and inspire new informaticists, including AMIA Student Working Group members.
- To provide a forum and home to professionals in this discipline.
- To push the boundaries of what – and how much - we can learn from our data.

Proposed Activities and Outcomes

- Conduct annual competitions among Student Working Group members, by selecting and awarding recognition to the best papers submitted to the AMIA annual meeting. Their presentation to our working group meeting provides a forum for exchanging ideas with our international membership.
- Conduct 1 or more webinars with experts in knowledge discovery, to teach member and non- member informaticists about state-of-the-art applications.
- Sponsor a pre-symposium workshop for the AMIA annual meeting.
- Provide mentoring and greater opportunities for participation to newer members of the informatics community.
- Plan a future analytic competition based on a defined data set.

Appendix GV-C – Signed Statement

Group Name:

FOR YOUR COMPLETION

Completed By:

Completion Date:

Other forms necessary for gaining approval: Forms **- GV-A** and **GV-B**
Questions? Contact the Director of Member Services at 301-657-1291 or via email at mail@amia.org
Submit form via email to: Director of Member Services at mail@amia.org
Each candidate must sign.

This is a statement confirming that I have read the **Working Group Governance Manual** in its entirety, and:

- Understand the information provided for the role/responsibilities for which I am choosing to run and will carry out the responsibilities for that position
- Have read the responsibilities of the other elected positions for our WG
- Will work collegially and closely with fellow officers to aid each other in carrying out the work of the WG

Position	Print your Name	Please Sign
Chair		
Chair-Elect		
Vice-Chair		
Secretary		
Member-at-Large		
Content Administrator		
Meeting Minutes Scribe and Archivist		
Other		

Appendix GV-D – Long Term Activity Plan

Group Name:

FOR YOUR COMPLETION

Completed By:

Completion Date:

> Please complete this form when completing a long-term activity plan for your group. Long-term activity plans are due to the WGSC chair no later than October 1st.
>
> **Other forms necessary for approval: None**
> **Questions?** Contact the Director of Member Services at 301-657-1291 or via email at mail@amia.org
> **Submit form via email to:** Director of Member Services at mail@amia.org

Long Term Activity Plan

Please use the space below to provide an overview of your long-term plan for the activities and projects you are planning with your leadership team to engage your working group's members. You can also attach documentation when submitting this form.

Working Group Governance Manual

Appendix GV-D – Long Term Activity Plan

Group Name:

Appendix GV-E – Annual Report

Group Name:

FOR YOUR COMPLETION

Completed By:

Completion Date:

Please complete this form when submitting your working groups annual report to AMIA staff and the working group steering committee. Annual reports will be due to the WGSC chair on or about 10/1.

Other forms necessary for approval: None
Questions? Contact the Director of Member Services at 301-657-1291 or via email at mail@amia.org
Submit form via email to: Director of Member Services at mail@amia.org

Annual Report

Please provide an updated report of the activities your working group has conducted in the past quarter. These activities can include but are not limited to attended meetings, webinars, white papers, sponsorships, outreach/collaboration, produced pre-conference workshops, etc.

Working Group Governance Manual

Appendix GV-E – Annual Report

Group Name:

Appendix GV-F – Quarterly Report

Group Name:

FOR YOUR COMPLETION

Completed By:

Completion Date:

Please complete this form when submitting your working groups quarterly report to AMIA staff and the working group steering committee. Quarterly reports will be due to the WGSC chair Jan 10, April 10 and July 10.

Other forms necessary for approval: None
Questions? Contact the Director of Member Services at 301-657-1291 or via email at mail@amia.org
Submit form via email to: Director of Member Services at mail@amia.org

Quarterly Report

Please provide an updated report of the activities your working group has conducted in the past quarter. These activities can include but are not limited to attended meetings, webinars, white papers, sponsorships, outreach/collaboration, produced pre-conference workshops, etc.

Working Group Governance Manual

Appendix GV-F – Quarterly Report

Group Name:

Appendix GV-G – Annual Charter Review – Updates

Group Name:

FOR YOUR COMPLETION

Completed By:

Completion Date:

> Please complete this form when reviewing and modifying your group's charter. Please complete this form and return it to AMIA's Director of Member Services by September 15th.
>
> **Other forms necessary for gaining approval: None**
>
> **Questions?** Contact the Director of Member Services at 301-657-1291 or via email at mail@amia.org
> **Submit form via email to:** Director of Member Services at mail@amia.org

Charter Review Updates

The purpose of this form is to report on review and updates made to your working group's charter. It is important to review your group's charter with your leadership annually or whenever necessary. Please record any requested changes below and submit to AMIA staff no later than September 15th. This will allow the WGSC time to review and approve during the Annual Symposium.

Appendix GV-G – Annual Charter Review – Updates

Group Name:

Appendix GV-H – Liaison Request Form

Group Name:

FOR YOUR COMPLETION

Completed By:

Completion Date:

Please complete this form when adding or changing an appointed or elected position not in the election cycle.

Other forms necessary for gaining approval: None
Questions? Contact the Director of Member Services at 301-657-1291 or via email at mail@amia.org
Submit form via email to: Director of Member Services at mail@amia.org

WGs must not commit AMIA to support any activities requiring AMIA resources or the AMIA name or logo without the written approval of the WG Steering Committee and the Board of Directors.

Requesting Liaison with Association/Society/Organization:

Collaborative relationships/liaisons should serve a demonstrated purpose and must be officially recognized by both associations/societies/organizations.

Please list purpose of liaison activity:

The official liaison will act on behalf of AMIA and/or the WG and be contributing in a formal capacity to the other association/society/organization (some examples of this include serving on a committee, expert panel, task force, etc.).

Please list extent of liaison's participation:

The official liaison is required to submit a written report to the WG Steering Committee and Board on a predetermined basis for review.

Working Group Governance Manual

Appendix GV-H – Liaison Request Form

Group Name:

Please list the number of event(s) and time of such event(s) each year:

The official liaison must be named, a current member of the WG, an AMIA member in good standing, and approved by the WG Steering Committee.

Please list person being submitted for approval:

FOR AMIA OFFICE USE:

Previous ◯Yes◯ No

Marketing materials ◯Yes◯No Pick-up/Follow-up?　◯Yes◯No

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Appendix GV-I – Membership Slide

To download a current copy of the membership PowerPoint slide for your working group slide deck, please visit

https://connect.amia.org/member-slide

Working Group Governance Manual

Appendix GV-J – Meeting Minutes

Group Name:

DATE: TIME: LOCATION: GoToMeeting

MEETING CALLED BY	
TYPE OF MEETING	
FACILITATOR	
TIME ENDED	

REMINDER: Action Items and Nonmember contact information should be listed on the "Action Items and Nonmember" Sheet and NOT to be included in the Meeting Minutes as the Minutes are an official public document.

ATTENDEES	FIRST NAME	LAST NAME

Appendix GV-J – Meeting Minutes

Group Name:

Time Allotted: Topic: Presenter:

Discussion	
Conclusions	

Time Allotted: Topic: Presenter:

Discussion	
Conclusions	

Time Allotted: **Topic:**   **Presenter:**

Discussion	
Conclusions	

Time Allotted: **Topic:**   **Presenter:**

Discussion	
Conclusions	
Observers	
Votes Taken	
Special Notes	

Reminder: Upload to your AMIA Connect WG community library and announce to members that it is available. Post a highlight of a few action items or progress on initiatives to your members.

Use the **Action Items and Nonmember Sheet** to list action items and nonmember name and email and email to mail@amia.org

GV-K – Position Request

Group Name:

FOR YOUR COMPLETION

Group Name:

Completed By:

Completion Date:

> Please complete this form when adding or changing an appointed or elected position not in the election cycle.
>
> **Other forms necessary for gaining approval:** None
> **Questions?** Contact the Director of Member Services at 301-657-1291 or via email at mail@amia.org
> **Submit form via email to:** Director of Member Services at mail@amia.org

Position 1

Type (New or Change):

Elected   Appointed

Term: Other:

Appointment Title:

        Other:

New Volunteer's Name:

Previous Volunteer's Name (if applicable):

Reason:

GV-K – Position Request

Group Name:

Position 2

Type (New or Change):

Elected   Appointed

Term: Other:

Appointment Title:

        Other:

New Volunteer's Name:

Previous Volunteer's Name (if applicable):

Reason:

Position 3

Type (New or Change):

Elected   Appointed

Term: Other:

Appointment Title:

        Other:

New Volunteer's Name:

Previous Volunteer's Name (if applicable):

Reason:

GV-L – Staff Support Services

Group Name:

The Director of Member Services and Membership Marketing Community Engagement Specialist are the primary WG Liaisons. However, there are additional services that may need the direct attention of other AMIA staff members.

Requests

Turnaround time on requests is normally 24-72 hours and up to 1-2 weeks on more comprehensive requests. For requests to update the AMIA website, simple requests can normally be taken care of in a few days, but more complex requests will need to be scheduled.

Department		Staff	Title	Support	Email	Ext.
Membership						
		Lee Anne Pirrello	Vice President of Membership	Liaison to component groups	Leeanne@amia.org	135
		Kelly Taylor	Program Manager, Member Services and Engagement	WG Liaison and Liaison to the WGSC	Kelly@amia.org	114
		Kathryn Hitchcock	Director of Industry Partnerships	Sponsorship; corporate membership	Kathryn@amia.org	133
Administration						
		Phyllis Burchman	Director of Office Operations and Human Resources	Elections; COI	Phyllis@amia.org	116

Department	Staff	Title	Support	Email	Ext.
Education					
	Susanne Arnold	Education Program Manager	Webinar coordinator	Susanne@amia.org	112
	Dasha Cohen	Director of Meetings	Conference related activities	Dasha@amia.org	102
	Pesha Rubenstein	Director of Education	CME/CE/MOC; LMS	Pesha@amia.org	117
	Jeff Williamson	Vice President of Education and Academic Affairs	Awards; SPCs; CIBRC; AHIC	Jeff@amia.org	111
Marketing and Communication					
	Lisa Gibson	Marketing and Communications Manager	Social Media; Email Marketing	Lisa@amia.org	109
	Krista Martin	Director of Marketing and Communications	WhyInformatics! videos; marketing materials	Krista@amia.org	139
Public Policy					
	Jeffery Smith, MPP	Vice President of Public Policy	Policy related projects (Hill Day, Policy Invitational; Public Policy Committee)	jsmith@amia.org	113