



Policy & Procedure Manual

Approved 1/23/2015

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SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-I

SUBJECT: Board Organization

FORMULATED: 9/2014

REVIEWED: 1/2015

REVISED:

1. SRSRC Fiscal Year runs January 1-December 31. All terms of office run on this fiscal year.
2. SCSRC Officers
 - a. President
 - b. President-Elect
 - c. Immediate Past President
 - d. Vice President
 - e. Secretary
 - f. Treasurer
3. SCSRC Executive Committee:
 - a. The Executive Committee consists of the elected Officers (President, President-Elect, Immediate Past President, Vice President, Secretary, and Treasurer)
 - b. The Executive Committee shall have the power to vote for the Board of Directors (BOD) between regular BOD meetings (subject to ratification by board at next BOD meeting)
4. SCSRC Board of Directors:
 - a. The Governing Board of the SCSRC shall be vested in a Board of 15 active members
 - i. President – Chair and Presiding Officer of the BOD
 - ii. President-Elect
 - iii. Immediate Past President
 - iv. Vice President
 - v. Secretary
 - vi. Treasurer
 - vii. Delegate(s)
 - viii. 8 Directors (2 from each region)
 - b. Committee Chairpersons (that are not also part of governing board) serve as board leaders under the direction of the Executive Committee, but do not serve as voting members of board.
 - c. Excellent communication is expected for Board Members and Committee Chairs include:
 - i. Email is utilized as a primary means of communication. Board members and committee members should provide an active email address for the means of communicating. Email responses should be provided in a timely manner.
 - ii. When applicable, board members and committee chairs should ensure the website is maintained with current information. Webpage information should be provided to the chair of the Publications & Web Design committee.
 - iii. When applicable, board members and committee chairs should ensure the newsletter coordinator is provided any news, information, or events for publication.
 - iv. Reports: Board members and committee chairs should be prepared to provide report at each board of directors meeting. An annual report should be provided to the

President-elect by the end of the year each year. Annual reports should include statements of accomplishments, problems/challenges, and recommendations.

5. Board of Directors Meetings

- a. Attendance at BOD meetings is expected for all members of the Governing Board and key members including the Parliamentarian and Committee Chairs. A majority of the governing board shall constitute a quorum.
- b. In the event of an absence the board member shall provide advance notice to the president when possible and provide a written report for inclusion in the meeting and designate a representative to provide the report at the meeting. Absence greater than two (2) BOD Meetings in one business year may cause that position to be declared vacant.
- c. At least 4 regularly schedule BOD meetings are held annually, typically once per quarter
- d. Special meetings of the Board of Directors shall be called by the President at such times as the business of the SCSRC shall require, and/or upon written request of two (2) members of the Board of Directors filed with the President and Secretary of the SCSRC.
- e. BOD meetings are open unless declared closed by the Executive Committee.
- f. Active AARC Members and invited guests of the Board of Directors may attend all open Board of Directors meetings and shall have the privilege of voice but not vote.
- g. Executive Session can be called at any time during any board meeting. Executive session is a closed session and attendance during this session is at the discretion of the president. Minutes will not be taken during any executive session. Members and guests may be asked to step out during executive session.

6. SCSRC Committees

- a. SCSRC Committees consists of standing committees per the SCSRC bylaws and special committees as outlined in the SCSRC Policy and Procedure Manual.
- b. Committee Chair(s) are designated per the SCSRC bylaws and SCSRC P&P Manual.
Responsibilities of committee chairs should include the following:
 - i. The chair should plan and define objectives for the year
 - ii. The chair should provide a report at each BOD meeting
 - iii. Appoint committee members
 1. Committee members should include AARC members from all regions
 2. Maintain communication with committee on a regular basis
 - iv. Prepare/submit budget information to the Budget Committee by the designated date.
 - v. Provide information to the Publications and Web Design Committee for newsletter and web publishing
 - vi. In November, evaluate and update the committee policy and procedure for your successor and submit a copy to the president and policy and procedure committee.
 1. Provide a written annual report of your committee to the president-elect in December which should include: Committee name, Names of Chairperson(s) and committee members and any special position held; Goals, Objectives, and Outcomes; Activities, meetings, special programs produced, directed, organized, presented, or contributed to; Budget Information; Recommendations
 2. Per AARC Chartered Affiliate Handbook: Reports should contain such information as attendance at special events, costs of activities, revenues, and other information of value to subsequent chairs. Ideally, two sets of

committee reports should be preserved, one to be retained in the permanent chartered affiliate files and the other to be included in a committee file to be passed along each year to succeeding chairs.

- vii. Plan to provide a hand-off to your successor in December to help him/her plan and organize for the coming year.
 - i. To ensure a successful year as a committee chairperson:
 1. Avoid cliques, make all members and potential members feel welcome
 2. Maintain regular communication with committee members.
 3. Delegate duties in proportion to the manpower available.
 4. Demonstrate professionalism and strive to maintain a positive and assertive image
 5. Become familiar with the structure of both the SCSRC and the AARC.
7. Qualifications for Board Members: All candidates seeking board positions within the South Carolina Society of Respiratory Care must be a licensed practitioner within the state and in good standing as an active member of the AARC/SCSRC. Candidates must be willing to serve the entire term of office and be willing to attend all necessary events and meetings pertaining to their office, including four board meetings each year. Other desired qualifications specific to the office are:
 - a. President Elect – Prior board experience serving for two years on either the Executive Committee and/or Regional Director.
 - b. Vice President – Prior board experience serving for two years on either the Executive Committee, as a Regional Director or as an active Committee Chair. Due to the nature of the office, all candidates should also have prior program committee experience (i.e. Annual Program, Scientific Symposium, Regional Symposium, Perinatal/Pediatric Meeting.)
 - c. Treasurer – Prior board experience serving for two years on either the Executive Committee, as a Regional Director or as an active Committee Chair. Due to the nature of the office, documented experience in a role that requires financial management, budgeting, etc., is preferred.
 - d. Secretary - Prior board experience serving for two years on either the Executive Committee, as a Regional Director or as an active Committee Chair. Additionally they should have good organizational and time management skills.
 - e. Regional Directors – Prior experience serving as an active committee chair or member.
 - f. Delegates – Meet qualification as outlined in the AARC bylaws. Prior board experience serving for two years on either the Executive Committee or Regional Director. The nominees must be willing to commit to attending the SCSRC Board Meetings as well as the HOD meetings. The SCSRC Delegate serves as an ambassador of the SCSRC and should be well versed in SCSRC operations, Robert's Rules of Order, Professionalism & Professional Communication, Etiquette and Professional Ethics.
8. Orientation of new board members
 - a. All new board members are required to read the Chartered Affiliates Handbook
 - b. All new board members are required to read the SCSRC Bylaws and Policy & Procedure Manual
 - c. All new members shall meet with their predecessor prior to the January BOD Meeting
9. Important Documents to File with AARC
 - a. Annual contract: The AARC and its affiliates sign a contract agreeing to work in concert with one another and not to engage in competitive activities. This will be sent by the AARC Executive Office to the affiliate's president when it is time to be signed/renewed.
 - b. List of officers: The AARC needs to communicate in an ongoing fashion to the affiliate's president, delegates, and sometimes other officers and committee chairs. The names and roles of state affiliate's elected and appointed officials is reported to the AARC as soon as each

office is filled and/or when the officials change through attrition or other reasons. A form for reporting this information at least annually is at:

http://www.aarc.org/state_society/officers_list_form.pdf

- c. Educational Meetings: The Affiliates are asked to provide information on their Annual Educational Meeting and a contact person to refer exhibitors to in reference to the meeting.
- d. Meeting minutes: You are expected to maintain file copies of your meeting minutes that would be available upon request to the AARC. The minutes would be sent to 9425 N. MacArthur Blvd. Suite 100, Irving TX 75063. Attn: State Coordinator, if requested.
- e. Financial Statement: You are expected to maintain file copies of your annual financial report summary that would be available upon request to the AARC. The report would be sent to 9425 N. MacArthur Blvd. Suite 100, Irving TX 75063. Attn: State Coordinator, if requested.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

Policy:

The officers and directors of the SCSRC are charged with the fiduciary responsibilities of the society. Some of these responsibilities will relate to matters of business, which may be confidential and/or proprietary in nature. The duties and responsibilities of the President are outlined below:

1. Preside over SCSRC Executive Committee / Board of Directors Meetings:
 - a. Prepare agenda.
 - b. Notify members of time and location of meetings.
 - c. When special projects are to be discussed, ensure individuals involved are available and/or present.
 - d. Briefly review activities of all committees.
 - e. In the absence of the secretary, delegate to another member of the Board the responsibility for the preparation and prompt distribution of meeting minutes.
 - f. Encourage the use of parliamentary procedure for more efficient use of meeting time.
2. Appoint chairpersons, and direct specific charges to standing committees and special committees:
 - a. Carefully match committee responsibilities with appropriate manpower.
 - b. Avoid one-person committees.
 - c. Discuss what is expected of each committee and how each committee should work together to achieve the goals and objectives.
 - d. Strive to draw from new manpower as a method of increasing member interest, a source of new ideas, and as training for future committee chairs, board members, and officers.
 - i. In December, prior to taking office, select committee chairpersons.
 - ii. Query SCSRC members for interest in committee membership. Provide this list to committee chairs to utilize for committee member selection. If it is not possible to honor committee requests, determine if they may be utilized in some other function and respond to each individual appropriately.
 - iii. Strive to achieve sufficient representation on each committee.
 - iv. Encourage joint meeting of the outgoing and incoming chairpersons to afford the new chair the opportunity learn what unfinished business is pending, and other information necessary for a smooth transition.
 - e. Request annual reports, from officers, board members, and committee chairs, which include statements of accomplishments, problems, and recommendations for the next year.
 - f. Request committee chairs to furnish a schedule of committee meetings to permit the president's attendance.
 - g. Request reports from committee chairs during each Board of Directors meeting. This report should include any activities of the respective committees.
 - h. Serve as ex-officio member of all committees with the exception of the Elections Committee.
3. Coordinate two-way communications with the AARC:
 - a. Inform officers and committee chairs of proper channels of communication. Normally communications pertaining to chartered affiliate operations should be accomplished via the AARC Chartered Affiliate Committee liaison.

- b. Keep chartered affiliate officers, board members and committee chairs informed of the AARC Executive Office and AARC activities and policies. When appropriate, the SCSRC membership should receive information of this nature through announcements and bulletins.
4. Provide supporting assistance in pursuing overall objectives. Occasionally there will be programs and activities vital to the continued progress of the association recommended by the AARC Board of Directors or AARC committees. The chartered affiliate president will be called upon to implement these programs and activities locally.
5. It is the final responsibility of the president to ensure that all necessary reports are submitted and the AARC requirements are met by the chartered affiliate Board of Directors and officers.
 - a. To ensure a successful year as president:
 - i. Select committee chairs and committee members based upon leadership, ability, and knowledge of the association at all of its levels.
 - ii. Encourage members who have not been active in the SCSRC to become active as committee chairs, and members.
 - iii. Design planned, but flexible programs.
 - iv. Define objectives for the year.
 - v. Keep executive committee, board members, committee chairs, and members well informed.
 - vi. Maintain friendly, personal contact with members.
 - vii. Encourage working members and committees.
 - viii. Maintain regular attendance at affiliate meetings, participate in all activities.
 - ix. Consider incentive to keep members interested.
6. Procedures
 - a. Determine dates for regular board meetings and present to the Board at or before the January Board of Directors meeting. If for some reason any of the meeting dates must be changed, notify the Executive Committee, Board members, and Committee Chairs as soon as possible. Meetings are normally held in Columbia.
 - b. Ensure that the Treasurer in conjunction with the Budget committee prepares a tentative zero-based budget to be presented to and approved by the Executive Committee prior to the January Board of Directors meeting. Budget requests should be sent to the officers, delegate, and committee chairs in late November, or early December and returned to the incoming president by mid-December in order to have sufficient time to prepare the budget.
 - c. Complete officer list form, annual meeting information form, and any other information, reports, or forms requested by the AARC--by the requested due date.
 - d. Prepare agenda for each Board of Directors meeting and forward to the Secretary to be e-mailed with the meeting minutes. Minutes and agendas should be e-mailed at least fifteen (15) days prior to the Board of Directors Meetings.
 - e. Return AARC nominations (usually due in early February) by the requested date.
 - f. Design Communication Cascade and send copy to AARC along with the officary.
 - g. Complete the credentialing of the delegation, sign, secure the secretary's signature, and mail to the AARC by the requested date for both summer, and fall meeting.
 - h. Pull regular membership reports from the AARC - review these reports and forward to the chairperson of the Membership Committee.
 - i. Preside over the annual business meeting during the State Meeting. Make sure the Program Committee places this meeting on the program.

- j. Open the State Meeting, preside over this meeting, and moderate as requested by the Program Committee.
- k. Prepare comments and/or tokens of appreciation for officers, board members, and committee chairs.
- l. Select "Region of the Year" and "President's Award" recipients to be presented during the State Meeting.
- m. After the October Board of Directors meeting, review the policy and procedures and update for the President-Elect.
- n. Be available for the President-Elect for advice, counsel, and moral support, and to help ease his/her transition into the presidency.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-II-B

SUBJECT: Past President

FORMULATED:

REVIEWED:

REVISED:

Policy:

The officers and directors of the SCSRC are charged with the fiduciary responsibilities of the society. Some of these responsibilities will relate to matters of business, which may be confidential and/or proprietary in nature. The duties and responsibilities of the Past President are outlined below:

1. The Immediate Past President shall assume the duties charged by the President and ratified by the Board of Directors to facilitate continuity in the Society's operations.
2. Serve as a member of the Executive Committee and the Board of Directors and attend all meetings if possible.
3. Chair the Bylaws and Policy and Procedure Committees
4. Be available to the President.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-II-C

SUBJECT: President-Elect

FORMULATED:

REVIEWED: 10/2014

REVISED: 10/2014

Policy:

The officers and directors of the SCSRC are charged with the fiduciary responsibilities of the society. Some of these responsibilities will relate to matters of business, which may be confidential and/or proprietary in nature. The duties and responsibilities of the President-Elect are outlined below:

1. The President-Elect shall become acting President and shall assume the duties of the President in the event of the President's absence, resignation or disability, and shall perform such duties as assigned by the President or the Board of Directors.
2. The President-Elect shall serve as the Chair of the Elections and Judicial Committees.
3. He/she is a member of the Executive Committee, the Budget Committee, and the Audit Committee.
4. He/she is responsible for preparing goals and objectives for his/her term as president to present to the Executive Committee, and Board of Directors in January.
5. Prepare a proposed budget by obtaining budget requests from officers, and committee chairpersons. Work with the Treasurer to prepare this proposed budget and present to the Executive Committee for approval prior to the January Board of Directors Meeting.
6. Expect to moderate one day of the Annual (State) Meeting.
7. Expect to deliver a short acceptance speech and recognition of the president during the Annual Meeting.
8. Prepare ballot for the next year's elections by the July Board of Directors meeting and forward the ballot to the Elections Committee for processing
9. Write letters to all nominees after the election results have been announced at the Annual Meeting.
10. Announce the election results during the Annual Meeting.
11. Complete all required paperwork for your year as president for the AARC by the requested date.
12. Plan on spending time with your predecessor prior to taking office to help with organization, etc.
13. Prepare tentative calendar of Board of Directors Meetings by December so that space may be secured for the meetings.
14. Evaluate this policy and procedure in November and update for your successor.
15. Compile an annual report for the SCSRC to present at the first BOD meeting of your Presidential term.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-II-D

SUBJECT: Vice President

FORMULATED:

REVIEWED: 10/2014

REVISED: 10/2014

Policy: The officers and directors of the SCSRC are charged with the fiduciary responsibilities of the society. Some of these responsibilities will relate to matters of business, which may be confidential and/or proprietary in nature. The duties and responsibilities of the Vice President are outlined below:

1. The Vice President shall serve as chairperson of the Program Committee for the Annual Meeting.
 - a. For this reason, the candidates who run for this office should have prior program committee experience (i.e.: Annual Program, Regional Program, Specialty Committee Program)
 - b. The Vice President assumes direct responsibilities including but not limited to:
 - i. Leads negotiations for contracting of Annual Meeting venue, audiovisual, food and other resources
 - ii. Leads communications with venue representatives before, during and after annual meeting event
 - iii. Coordinates payment(s) for venue and other resources related to the event
 - iv. Reports to the President and Executive committee regarding all issues related to the Annual Meeting planning, operations and outcomes
 - v. Acts as a consultant / liaison to Regional Directors coordinating educational meetings or related events within their regions
 - c. The Vice President assumes directly or through designees, responsibilities including but not limited to:
 - i. Identifies and secures speakers and / or other contributors to the Annual Meeting program and content
 - ii. Coordinates application submission and approval of CRCE accreditation through the AARC
 - iii. Prepares brief biographical sketches for the purpose of speaker introductions
 - iv. Coordinates speaker honorariums
 - v. Communicates with vendors and other potential sponsors to secure Annual Meeting sponsorships as appropriate
 - vi. Coordinates the applications of, and resources for the vendor exhibition hall
 - vii. Prepares the Annual Meeting program and related documents and disseminates by print, electronic or other media / methods, as approved by the Executive Committee
 - viii. Coordinates assignments for pre-meeting and on-site duties, including but not limited to preregistration, on-site registration, membership applications, merchandise sales, etc.
 - ix. Manages other Annual Meeting logistic issues not outlined above
2. The Vice President shall assume the duties of the President-elect in cases of absence, resignation or disability until the next Board of Directors Meeting, at which time the Board of Directors shall elect a new President-elect.
3. The Vice President shall assume any duties requested by the President of the SCSRC



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-II-F

SUBJECT: Secretary

FORMULATED:

REVIEWED:

REVISED:

Policy: The officers and directors of the SCSRC are charged with the fiduciary responsibilities of the society. Some of these responsibilities will relate to matters of business, which may be confidential and/or proprietary in nature. The duties and responsibilities of the Secretary are outlined below:

1. The secretary is responsible for maintaining all SC SRC permanent records, and reports and minutes from all executive and Board of Directors meeting.
2. As required in the SCSRC Bylaws, the secretary will maintain contact with the Chartered Affiliate coordinator at the AARC Executive Office and furnish copies of all reports, records and meeting minutes to that office.
3. The secretary should have knowledge of the parliamentary process and be able to preside over any official meeting in the absence of the president, president-elect, and vice president.
4. The secretary should maintain copies of all reports presented at any official meeting of the SCSRC. He/she is also responsible for recording the minutes of the Board of Directors meetings. The following items should be recorded in all official meeting minutes.
 - a. Type of meeting (regular, special, Executive Committee, etc.).
 - b. Name of the affiliate and assembly.
 - c. Date, place, and time of meeting.
 - d. Name of presiding officer.
 - e. Name of secretary or substitute.
 - f. Roll call listing--members present and absent.
 - g. Approval and corrections of meeting minutes from the previous meeting.
 - h. Action on all motions, committee recommendations and resolutions.
 - i. Action on all committee or special reports.
 - j. Action items
 - k. Time of adjournment.
5. The secretary is responsible for preparing the agenda for the presiding officer and making copies available prior to each meeting.
6. The secretary is the official correspondent for the SCSRC and has the responsibility of sending copies of all reports, attachments, and meeting minutes to the AARC Executive Office and SCSRC webmaster. The secretary also handles any other official communication from the SCSRC as directed by the president, Executive Committee, or Board of Directors.
7. The secretary should maintain the following documents and files:
 - a. Copy of the AARC Affiliate Secretary Handbook.
 - b. All official meeting minutes and agendas.
 - c. Roster of all officers, directors, and committee chairpersons.
 - d. Copy of the current AARC and SCSRC Bylaws.
 - e. Copy of the approved SCSRC Policy and Procedure Manual.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-II-E

SUBJECT: Treasurer

FORMULATED:

REVIEWED: 10/2014

REVISED: 10/2014

Policy:

The officers and directors of the SCSRC are charged with the fiduciary responsibilities of the society. Some of these responsibilities will relate to matters of business, which may be confidential and/or proprietary in nature. The duties and responsibilities of the Treasurer are outlined below:

1. Maintain accurate and true accounts of all financial transactions.
2. Receive and deposit or distribute all funds paid to the affiliate.
3. Serve as a custodian of affiliate reserves in the form of savings or checking accounts, stocks, bonds, or other securities.
4. Disburse all funds as authorized by the affiliate Board of Directors. Disbursement should only be by check. Checks are to be signed by officer(s), usually the president and the treasurer, authorized by the Board of Directors.
 - a. The president-elect and treasurer are to authorize the expenses of the president.
5. Assist with the preparation of the annual budget for the affiliate.
 - a. As necessary, work with chairpersons of the various committees in assisting with budget requests.
 - b. Inform each committee chairperson aware of budget performance.
 - c. Prepare financial reports for the affiliate Board of Directors meetings with copies for, at least, the Executive Committee, and directors.
 - d. Perform quarterly internal audits.
 - e. The Executive Committee shall act in a supervisory capacity to the treasurer by reviewing all financial reports and attesting to their accuracy.
6. Prepare annual financial reports for affiliate records. The year-end audit should be performed by a certified public accountant or private public accountant.
7. Verify filing requirements for organizations exempt from income tax with local internal revenue service or state officials.
8. Annual financial report to the chartered affiliate
9. If the treasurer is unable to obtain written authorization, verbal authorization must be obtained from the president prior to payment of any expense voucher.
10. No officer or chairperson may spend monies in excess of what is approved in the annual budget. If an over expenditure is anticipated, the Audit Committee must review, and the Board of Directors must approve the expense by a 2/3 majority vote.
11. Travel Reimbursement
 - a. Travel reimbursement for designated officers and other members of the society for SCSRC and/or AARC business will be considered on an as needed basis dependent on:
 - i. category of need
 - ii. Board of Directors approval

- iii. available funds
- b. Category of need will be divided into three sub-categories:
 - i. First priority (i.e., delegate, alternate delegate, and president-elect)
 - ii. Second priority (i.e., president, sputum bowl team)
 - iii. Other (i.e., budgeted and approved by the SCSRC Board of Directors).
- c. The delegate(s) will be awarded depending on the funds available in the following order:
 - i. Summer and Fall House of Delegates Meetings
 - ii. AARC Annual Meeting
 - iii. AARC Summer Forum. Expenses will be paid in the following order:
 - 1. Room--single or double accommodations (dependent on co-ed status of delegate/officers) at host hotel.
 - 2. Travel--reimbursed at a standard mileage or comparable air fare (includes ground transportation to and from the airport to the host facility)
 - 3. Per Diem of \$45.00 per day.
 - 4. Registration fee to the Annual Meeting and/or Summer Forum.
- d. Travel monies for executive board members to attend required, expected, and/or necessary events will be awarded depending on funds availability and in the following order:
 - i. Room--single or double accommodations (dependent on co-ed status of delegate/officers) at host hotel.
 - ii. Travel--reimbursed at a standard mileage or comparable air fare (includes ground transportation to and from the airport to the host facility)
 - iii. Per Diem of \$45.00 per day.
- e. Other requests for travel should be budgeted and will be considered on an individual basis by the SC SRC Board of Directors based on:
 - i. Available funds
 - ii. Benefit of trip to the SC SRC and officer requesting the travel.
- f. The SCSRC Board of Directors should realize that some degree of flexibility may be necessary (i.e., variability of air fares, number of residents per room, etc.). Therefore, unique situations will be addressed on an as needed basis.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-II-G

SUBJECT: Delegate

FORMULATED:

REVIEWED:

REVISED:

Policy: The officers and directors of the SCSRC are charged with the fiduciary responsibilities of the society. Some of these responsibilities will relate to matters of business, which may be confidential and/or proprietary in nature. The duties and responsibilities of the Delegates are outlined below:

1. The duties of the Delegate(s) shall be specified in AARC Bylaws
2. The Delegate(s) shall serve as voting members of the SCSRC Board of Directors
3. The Delegate(s) shall report activities of the HOD to their chartered affiliate. All delegate(s) must comply with official requests within stated deadlines for forms, reports, surveys, etc. The requested information shall be returned the executive offices, house officer, or appropriate committee chairperson.
4. Working with the president of the affiliate, the credential forms are to be sent to the secretary of the HOD through the AARC Executive Office. The executive office will mail the official credentialing form to the president of the affiliate with the deadline date for completion. The president should be able to fill out the form, but may need the delegate's advice. The secretary and the president of the affiliate must sign the form and return it to the AARC Executive Office by the stated deadline.
5. It is the delegate(s)'s responsibility to make nominations for HOD and AARC officers and should also make suggestions to the affiliate for nominations for AARC officers and board members.
6. The Delegate(s) **shall attend all sessions of the HOD** and cast votes for his/her chartered affiliate. The delegate(s) will be provided with an identification badge to provide proof of office. The delegates should wear their badge at all times during the HOD sessions. The Delegate(s) shall have free voice in discussions during the HOD sessions, and may present motions.
7. The delegation will carry one vote, with the majority ruling on all matters concerned with the House of Delegates. All matters concerned with the AARC membership will be based on Article VIII, Section V (voting) of the AARC Bylaws, thus considered a pole vote. A quorum of the HOD shall be majority of those delegates officially seated by the Credentialing Committee of the HOD.
8. It is the responsibility of the delegate to provide a written and/or oral report to the affiliate Board of Directors during the board meeting directly following a HOD meeting. Ideally, the delegate should meet with the affiliate Board of Directors, president, and officers of the affiliate prior to the HOD meeting to discuss issues pertaining to resolutions, etc. If this is not possible, every effort should be made for the delegate, alternate delegate, president, and president-elect to meet to discuss these issues prior to the HOD meeting.
9. The delegate is responsible for making all travel arrangements and must submit a written request for funds thirty (30) days prior to the trip date, if possible, to the treasurer of the affiliate. Expenses shall be paid as outlined in the treasurer's policy and procedure. Receipts for airline tickets, hotel accommodations, and land transportation should be forwarded to the treasurer for his/her records.
10. Any expenses in excess of the budget must be forwarded to the president of the affiliate prior to the expense being incurred for Audit Committee review.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-II-H

SUBJECT: Parliamentarian

FORMULATED:

REVIEWED:

REVISED:

Policy:

The officers and directors of the SCSRC are charged with the fiduciary responsibilities of the society. Some of these responsibilities will relate to matters of business, which may be confidential and/or proprietary in nature. The duties and responsibilities of the Parliamentarian are outlined below:

1. The President of the SCSRC shall appoint a parliamentarian who will serve during the President's term.
2. The Parliamentarian should attend all SCSRC Executive Committee and Board of Directors meetings.
3. The Parliamentarian shall adhere to and observe the AARC/SCSRC Bylaws for the Executive Committee, Board of Directors and committees.
4. The Parliamentarian shall advise on matters of parliamentary procedure using Roberts Rules of Order for the Executive Committee, Board of Directors and committees.
5. The parliamentarian should assist the President in the orientation process.
6. The parliamentarian shall be a member of the AARC/SCSRC. Ideally, this individual should be currently involved with the SCSRC and have knowledge of historical facts of the society.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-II-I

SUBJECT: Regional Directors

FORMULATED:

REVIEWED:

REVISED:

Policy:

The officers and directors of the SCSRC are charged with the fiduciary responsibilities of the society. Some of these responsibilities will relate to matters of business, which may be confidential and/or proprietary in nature. The duties and responsibilities of the Regional Directors are outlined below:

1. Regional Directors consist of two regional directors from each geographic region.
 - a. Coastal: counties of Beaufort, Berkley, Charleston, Colleton, Dorchester, Hampton and Jasper.
 - b. Midlands: counties of Aiken, Allendale, Bamberg, Barnwell, Calhoun, Chester, Clarendon, Fairfield, Kershaw, Lancaster, Lee, Lexington, Newberry, Orangeburg, Richland, Sumter and York.
 - c. PeeDee: counties of Chesterfield, Darlington, Dillon, Florence, Georgetown, Horry, Marion, Marlboro and Williamsburg.
 - d. Piedmont: counties of Abbeville, Anderson, Cherokee, Edgefield, Greenville, Greenwood, Laurens, McCormick, Oconee, Pickens, Saluda, Spartanburg and Union.
2. The term of office for a Director is two years, serving year one as a junior director and year two as a senior director.
 - a. The directors from each region should meet prior to the first Board Meeting of the year to discuss issues, and needs of their region, to establish activities, and define goals and objectives to be presented at the January BOD Meeting.
 - b. Directors should communicate with regional healthcare facilities by phone, e-mail, or visits to present board actions and to determine regional events and needs.
 - c. Directors are expected to attend SCSRC Board of Directors meetings and:
 - i. Provide a report of events taking place and the needs of the region.
 - ii. Present recommendations to the BOD as directed by the regional members.
 - iii. Receive information from the BOD that should be communicated to the practitioners in their region.
 - d. Assist and support SCSRC committees by helping with projects and/or finding practitioners to serve on committees.
 - e. Recruit and retain members whenever possible. Constantly strive to increase and membership by keeping regional practitioners informed, interested, and involved in SCSRC activities.
 - f. Chair Regional Education Ad-hoc committees to oversee the planning or developing opportunities for educational development in the region.
3. Purpose: to support the practice of; encourage the growth of; and aid in providing educational activities relating to respiratory care in his/her region and to represent the interests of the respiratory care practitioners in his/her region on the Board of Directors.
4. Senior Director:

- a. The senior director shall be responsible for the existence of an active regional council, and should coordinate all regional activities with the junior director.
 - b. The senior director is responsible for working with educational program committees to ensure educational opportunities in his/her region. In some cases, the senior director will be requested to serve as chairperson for these educational programs.
 - c. The senior director should make report of the SCSRC Board of Director activities during the Regional Council Meetings.
 - d. The senior director is responsible for mentoring the junior member to the Board of Directors in an effort to assure continuity of regional leadership. He/she should be available to the junior director and committee chairpersons in his/her region for advice and information regarding SCSRC activities.
 - e. The senior director should take an active role in all activities relating to education, membership recruitment/retention, communication, and information gathering within his/her region.
5. Junior Director:
- a. The junior director should work closely with the senior director to ensure that Regional Council Meetings are held, and that information is passed along to members of his/her region.
 - b. The junior director should coordinate and preside over Regional Council Meetings in the absence of the senior director.
 - c. The junior director, under the guidance of the senior director, shall carry out a regional education event during the junior year term
6. The Regional Education Committees exist as special ad-hoc committees within each region
- a. Coordination of one day, educational opportunities for each region of the state.
 - b. Communication between the various board members who are planning the educational opportunities
 - c. Provide information concerning vendor sponsorship, available meeting space (i.e. hospital auditoriums, etc.), speakers, mailing lists, etc.
 - d. Providing information to the publications committee for communicating regional events
 - e. Any use of vendor sponsorship at regional events should not interfere with the Annual Meeting's vendors. The Industrial Coordinator of the Program Committee should be informed of all vendor support for regional events.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-III-A

SUBJECT: Audit Committee

FORMULATED:

REVIEWED:

REVISED:

Purpose: The Audit Committee is responsible for auditing the financial affairs of the SCSRC and insuring that no category of the budget is exceeded without a two-thirds (2/3) approval of the Board of Directors.

1. The Audit Committee shall be chaired by a Regional Director, appointed by the President, and two (2) active SCSRC/AARC members, elected by the chair and/or the SCSRC Board. These two members should not currently be serving on the BOD. The president-elect shall also serve on this committee.
2. The Audit Committee will receive and retain a copy of the ratified annual budget.
3. The Audit Committee, with the assistance of the Treasurer, will monitor expenditures.
4. When the Audit Committee identifies over-expenditure, they will bring it to the attention of the Board of Directors.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-III-B

SUBJECT: Budget Committee

FORMULATED:

REVIEWED:

REVISED:

Policy: The Budget Committee is responsible for preparing the annual budget of the SCSRC to present to the Board of Directors during the initial Board of Directors meeting of each year.

1. The Budget Committee for the SCSRC shall be chaired by the president.
2. No officer or chairperson may spend monies in excess of that approved in the budget. If any over expenditure is anticipated, it must be approved by the BOD by a two thirds (2/3) majority prior to the expense incurred. The officer or committee chair should notify the president and Audit Committee chairperson if over expenditure is anticipated.
3. The Budget Committee members will consist of the Executive Committee of the SCSRC.
4. The committee will solicit expected revenue and expense projections from each officer, and committee chairperson.
5. The committee will prepare a zero based budget to present to the SCSRC Board of Directors.
6. The proposed budget will be presented during the initial SCSRC Board of Directors meeting of the year for approval.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-III-C

SUBJECT: Bylaws Committee

FORMULATED:

REVIEWED:

REVISED:

Policy:

The Bylaws Committee is responsible for the SCSRC Bylaws

1. The Bylaws Committee for the SCSRC shall be chaired by the past president.
2. The committee shall receive and prepare all amendments and/or revisions to the SCSRC Bylaws for submission to the SCSRC Board of Directors. The committee may also initiate such amendments and/or revisions for submission to the SCSRC Board of Directors.
3. The committee should review the bylaws annually to ensure they are current and consistent with the AARC Bylaws.
4. All amendments to and/or revisions must be presented to the SC SRC Board of Directors for action.
5. Once the Board of Directors approves proposed amendments and/or revisions, the general membership must approve.
6. Once the general membership has approved the proposed amendments and/or revisions, they must be sent to the AARC Bylaws Committee and the AARC Chartered Affiliate Committee for recommendations and approval.
7. Once approval is given by the AARC the amendments and/or revisions may be incorporated into the SCSRC Bylaws.
8. A complete copy of the revised SCSRC Bylaws will be distributed to all officers, directors, and committee chairpersons of the SCSRC.
9. A complete copy of the revised SCSRC Bylaws will be available, upon request to the general membership.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-III-D

SUBJECT: Elections Committee

FORMULATED:

REVIEWED:

REVISED:

Policy: The President-elect shall serve as the chairperson of the Elections Committee. The members of the committee should represent each region of the state. Any member placed on the ballot, may not serve on the Elections Committee.

Purpose: The purpose of the Elections Committee is to prepare the best possible slate of candidates for each office, and director position and to organize the annual elections process for officers, and directors of the SCSRC.

1. Nominations

- a. The committee should be formed, and process shall begin early in the year.
- b. The committee should place a call for nominations in the first issue of the SCSRC newsletter with an explanation of each office, the necessary qualifications, length of term, and any other requirements.
- c. A current list of active members may be obtained from the president.
- d. Each qualified nominee must be notified for acceptance. After a verbal acceptance, a written confirmation is required.
- e. A letter will be sent to each nominee for their written confirmation, and a biographical sketch. The biographical sketches must be returned to the chair by the designated date. The chair will then forward the biographical information to the chairperson of the Election Committee.
- f. The chairperson will present the slate of candidates to the Board of Directors for approval in ample time for the Elections process

2. Elections

- a. The chairperson of the Elections Committee will gain approval for the slate of candidates within the time line designated in the SCSRC Bylaws.
- b. The biographical information will be prepared for publication by the Elections Committee
- c. Election Information should be prepared and include:
 - i. ballot for officers & directors
 - ii. biographical information for each candidate
- d. An e-mail blast to all members should be requested from the AARC. The president must write to the AARC requesting the email be sent to active members of the SCSRC only
- e. Ballots should be sent to the membership four (4) weeks prior to the Annual Meeting.
- f. The deadline for voting should be one day prior to the Annual Meeting
- g. Electronic votes should be tabulated electronically prior to the Annual Business Meeting.
- h. Elections Committee policies and procedures will be reviewed/revised annually. All Elections Committee policies and procedures will reflect the current SCSRC Bylaws requirements.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-III-E

SUBJECT: Judicial Committee

FORMULATED:

REVIEWED:

REVISED:

Policy:

The objective of the SC SRC Judicial Committee is to allow for the investigation of complaints lodged against any member of the SCSRC and to establish guidelines for a fair and unbiased inquiry of the complaint. The SCSRC Judicial Committee shall not have the right or privilege to revoke membership status of any individual for any reason.

1. The president-elect shall serve as chairperson of this committee and the members of the committee shall consist of not fewer than four (4) active members, preferably from the current and previous Board of Directors.
2. The committee shall review membership challenges, or complaints lodged against any member charged with violations of the SCSRC Bylaws, Code of Ethics, Policy and Procedure Manual, or any conduct deemed detrimental to the SCSRC. Such complaints must be filed in writing with the chairman of the Judicial Committee.
3. The committee shall conduct a review in accordance with established policy to determine whether formal charges against a member of the SCSRC are, in fact, valid and represent violation of the SCSRC Bylaws, code of ethics, or policy and procedure.
4. If the committee determines in its sole discretion that the complaint warrants further action, a written statement of the charges shall be prepared with the benefit of legal counsel if deemed advisable.
5. The committee will then notify, in writing, the appropriate organizations, (AARC, Respiratory Care Committee) and the charged member.
6. Further action shall be in accordance with established policy and procedure of the AARC and/or the Respiratory Care Committee of the State Board of Medical Examiners.
7. Complaints or inquiries may be referred to the SCSRC Judicial Committee by the AARC Judicial Committee.
8. A copy of the policy and procedure for the AARC Judicial Committee and the Respiratory Care Committee shall be in the possession of the president-elect of the SCSRC at all times, and shall be available to any member upon request.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-III-F

SUBJECT: Legislative Committee

FORMULATED:

REVIEWED:

REVISED:

Policy: The Legislative Affairs Committee of the SCSRC will monitor and advise the members and the Board of Directors of pending and proposed legislation which may influence the practice of Respiratory Care in the state of South Carolina.

1. The chairperson of the Legislative Affairs Committee shall be appointed annually by the president of the SCSRC in accordance with the SCSRC Bylaws.
2. The committee shall be composed of members appointed by the chairman. Whenever possible, the members should be representative of each region of the state in accordance with the SCSRC Bylaws
3. The goals and objectives of the Legislative Affairs Committee shall be developed in accordance with the president's charges each year, and will be presented to the Board of Directors.
4. The chairperson or his/her designee shall serve as liaison of the SCSRC as requested by the president of the SCSRC.
5. The chairperson of the Legislative Affairs Committee will prepare budgetary considerations for the Executive Committee of the SCSRC by the date requested by the president of the SCSRC.
6. The Legislative Affairs Committee will monitor activities of various groups to assure awareness of any modifications that may affect the practice of Respiratory Care in South Carolina. These groups include but are not limited to the following:
 - a. SC State House of Representatives
 - b. SC State Senate
 - c. SC Clean Indoor Air Coalition
 - d. SC Hospital Association
 - e. SC Nursing Association
 - f. SC Pro
 - g. various committees of the SC House and Senate
 - h. legislation concerning federal/state reimbursement issues
 - i. legislation concerning regulation of health care



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-III-G

SUBJECT: Membership Committee

FORMULATED:

REVIEWED:

REVISED:

Policy: The committee shall consist of a chairperson and active members representing each region of the state. The chairperson is appointed annually by the president.

Purpose: The purpose of the Membership Committee is to actively recruit and retain AARC/SCSRC members

1. The chair the Membership Committee will be appointed annually by President of the SCSRC.
2. The primary goal of the committee is to grow membership
3. The chairperson should receive regular membership reports from the president as he/she receives them from the AARC.
4. The committee will actively pursue new members and retain current members.
 - a. This may be accomplished by membership drives during all SCSRC sponsored activities, letter writing, and advertising in the newsletter, etc.
 - b. Support interested members in becoming involved with the SCSRC.
5. The committee will attempt to re-recruit lapsed members
6. Coordinators can be appointed annually to ensure the completion of particular projects
 - a. Ambassador Coordinator
 - b. Awards Coordinator: responsible for



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-III-H

SUBJECT: Public Relations Committee

FORMULATED:

REVIEWED:

REVISED:

Policy:

The committee shall consist of a chairperson and active members representing each region of the state. The chairperson is appointed annually by the president.

1. The chair the Public Relations Committee will be appointed annually by President of the SCSRC.
2. The goals of the committee are to maximize public awareness of respiratory care as a profession.
3. Maintain communications with board members to facilitate their support and involvement with the public relations committee.
4. Maintain records of public relations' activities.
 - a. Semi-annually, survey members regarding local public relations activities.
 - b. Compile information obtained from surveys and submit to the SC SRC President.
5. SCSRC Sponsored Meetings
 - a. Arrange for a table at all meetings with the chairperson of each program committee in advance.
 - b. Prepare a display showing various activities of the AARC and SCSRC (e.g., scrapbooks, literature and handouts from the AARC, etc.).
6. Maintain an adequate supply of public relations material. If necessary, call or write to the AARC for supplies. Call or write to the American Lung Association for brochures. Obtain public service announcements from the AARC for use by the SCSRC.
7. Coordinators can be appointed annually to ensure the completion of particular projects
 - a. Chartered Affiliate/Summit Award Coordinator: responsible for gleaning information and collecting data from across the state for annual reporting
 - i. The coordinator will collect any relevant data and submit the application annually by the deadline established by the AARC HOD Chartered Affiliate/Special Recognition Committee.
 - b. Health Promotions Coordinator: responsible for fostering public awareness on health issues that affect the health and well-being of the public.
 - i. The coordinator will work closely with the Committee Chairs to coordinate activities and efforts
 - ii. The coordinator shall maintain a relationship with various external organizations such as: American Lung Association of South Carolina, American Cancer Society, American Association of Retired Persons, American Red Cross, DHEC, American Heart Association, and any other state, local, or national association relating to health promotion.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-III-I

SUBJECT: Policy & Procedure Committee

FORMULATED:

REVIEWED:

REVISED:

Policy: The Immediate past president of the SCCRC shall serve as chairperson of this committee and shall recruit additional members as needed. If the immediate past president is unable to fulfill this obligation, the President shall appoint a chairperson.

Purpose: The purpose of this committee is to revise, add, or delete policy and procedure statements as necessary. It is the responsibility of the officers, directors and committee chairpersons to develop and revise their respective statements and forward them to the chairperson.

1. All officers, directors, and committee chairpersons shall update their respective policy and procedure statements, annually, to keep them current. Any corrections or additions should be forwarded to the chairperson by November in order for the manual to be updated by the January Board of Directors Meeting.
2. A hard copy of the Policy and Procedure Manual should be kept by the secretary of the SCSRC, and the chairperson of the committee at all times, and shall be made available to any member who requests it. A computer disk with the manual on it should be passed from the chairperson to the following year's chairperson by the end of the year. Prior to the initial Board of Directors Meeting of the year, each officer, director, and committee chairperson should be provided with copy of the SCSRC Policy and Procedure Manual.
3. The Board of Directors shall vote on whether or not to ratify the manual during the initial Board of Directors Meeting.
4. During the second quarter of the year, the chairperson should remind all concerned to revise statements to keep them current. They should be given a deadline for return of the revisions in an effort to have ample time for revisions and printing.
5. The revisions should be completed by the committee by the last Board of Directors meeting of the year, and passed on to the incoming chairperson.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-III-J

SUBJECT: Program Committee

FORMULATED:

REVIEWED:

REVISED:

Policy: The Program Committee of the SCSRC will provide one educational event per year in an effort to enhance knowledge, promote revenue, and socialization within the field of Respiratory Care. Ideally, this meeting should meet the entire number of continuing education credits required to annually renew license. This meeting shall be defined as the SCSRC Annual Meeting and will be held at any time which has been approved by the SCSRC Board of Directors

1. The vice president of the SCSRC shall serve as chairperson of this committee. Coordinators will be appointed by the chairperson to coordinate and serve as individual administrators for their respective assignments. Two coordinators will be appointed each year to serve a three (3) year term. The president of the SC SRC will serve as the overall coordinator of all SCSRC activities.
2. Personnel: Committee members will be appointed by the Program Chair
 - a. Particular attention must be placed on those individuals who have demonstrated leadership, and organizational skills within the profession, and maintain AARC/SCSRC membership. It is suggested that the committee include members with the following responsibilities:
 - i. SCSRC vice president to serve as chairperson
 - ii. SCSRC immediate past vice president
 - iii. Registration coordinators - (2)
 - iv. Education coordinator
 - v. Vendor coordinator
 - vi. Student coordinator
 - vii. Entertainment coordinator
 - viii. Facilities coordinator
 - ix. SCSRC president
 - x. SCSRC treasurer
 - b. The chairperson may opt to combine several of these responsibilities or create additional coordinator positions as needed. A roster of the members of the committee should be presented to the president and the secretary during the initial Board of Directors Meeting of the year.
 - c. Each coordinator shall serve a three year term to provide consistency and to improve accountability to the members of the SCSRC. This rotation creates a schedule of appointing two (2) new coordinators each year. If a coordinator is unable to fulfill his/her term, a letter should be submitted to the chairperson so a new committee member may be appointed, if necessary.
 - d. The chairperson reserves the right to authorize complimentary registration, lodging, meals, and travel arrangements for honored guests, and speakers, upon approval of the Board of Directors. Consideration must be given to the budget when making these decisions.

- e. Complimentary registration will be provided for the committee members--provided that all goals and objectives have been met in a timely manner. The SCSRC president will receive complimentary registration. The chairperson has the right to refuse complimentary registration to any committee member.
- f. Complimentary accommodations will be provided for the chairperson of the Program Committee, and the president of the SCSRC.

3. Job Descriptions:

a. Chairperson:

- i. Fully responsible for planning, organization, and direction of all activities related to the Annual Meeting.
- ii. Appoints committee members and presents to the Board of Directors during the initial meeting of the year.
- iii. Responsible for development of the budget to be approved during the initial Board of Directors meeting of the year--must have proposed budget to the incoming president by the requested date.
- iv. Responsible for development of the timetable and program core to be reported to the Board of Directors during the second Board of Directors meeting of the year.
- v. Conducts committee meetings as necessary (usually at least 3-5 meetings per year). Formulates the agendas, and sends to the committee members and the president.
- vi. Ensures that meeting minutes are produced from the committee meetings, and all members and the president receive copies in a timely manner.
- vii. Follows the committee time table for planning the meeting without deviation.
- viii. Aids in the arrangements for speakers and their audiovisual needs as necessary.
- ix. Ensures the overall operation is taking place in a smooth and harmonious manner.
- x. Authorizes expenditures.
- xi. Provides timely written reports of the activities of the Program Committee to be published in the SC SRC newsletter.
- xii. Presents oral and written report on the progress of the committee's activities during each Board of Directors meeting
- xiii. Schedules a summation meeting with the committee members at the end of the Annual Meeting.
- xiv. Ensures the CRCE credits are applied for through the AARC.
- xv. Assigns specific duties to committee members for jobs not addressed by individual job descriptions.
- xvi. Prepares a tentative budget for the following year's program.
- xvii. Responsible for, or assigns responsibility for, the development and implementation of the production and mailing of all brochures and pamphlets relating to the meeting.
- xviii. Contacts the appropriate agency for mailing labels at least thirty days prior to the first scheduled mailing.
- xix. Submits meeting information a minimum of 90-days prior to the start of the meeting to the SCSRC President to send to the AARC for distribution to their member list and to the Chairman of the Publications Committee for publication in the SCSRC newsletter and website.

b. Facilities Coordinator:

- i. These responsibilities may be assumed by the chairperson.

- ii. Organizes, plans, and implements all necessary arrangements with the facility prior to the meeting.
 - iii. Provides written overview of the scheduled events to the Program Committee members.
 - iv. Makes all arrangements for food, beverages, and room set-ups.
 - v. Follows the timetable without deviation.
 - vi. Secures meeting rooms for all SCSRC activities, Board of Directors Meetings, lecture halls, and program committee suites
 - vii. Working with the Education Coordinator(s), makes arrangements for lodging, and pick-up of speakers, and special guests.
 - viii. Arranges parking passes, if necessary, for speakers, program committee, and special guests.
 - ix. Arrange and implement pre-convention meetings, with the hotel staff prior to the start of the meeting is to begin to review the program schedule.
 - x. Provide a progress report to the chairperson during each committee meeting, and as requested by the chairperson.
 - xi. Responsible for securing meeting dates and hotel space for the following year (secure facilities, and dates for at least one year in advance).
- c. Education Coordinator
- i. Select education topics and/or workshops for the meeting.
 - ii. Follows the timetable without deviation
 - iii. Working in conjunction with the Vendor Coordinator, every effort will be made to have each speaker sponsored by a vendor. The vendor will be financially responsible for a speaker's expenses.
 - iv. Responsible for contacting and confirming speakers for the Annual Meeting. The timetable should be followed without deviation. Initial contact should be made with the speakers either by telephone or personal contact.
 - v. Written correspondence will be sent to each speaker in a timely manner listing the agreed upon terms and conditions regarding their appearance at the meeting. The following information should be provided to speakers: brief history of the meeting; dates of the meeting; honorarium; lecture topic, time, and date; location of the meeting; target audience; SCSRC reimbursement policy; Hotel accommodations; travel arrangements; audiovisual needs; sponsoring vendor, if applicable.
 - vi. Assures that each speaker completes and submits his/her Speaker Bio Form in a timely manner.
 - vii. A brief follow-up and reminder should be sent to each speaker approximately eight (8) weeks prior to the event. Retain copies of all letters. The final program should be sent to each speaker at least three (3) weeks prior to the meeting dates.
 - viii. If applicable, arranges presentation(s) by a qualified AARC representative and eligible to participate in the AARC's Education Grant process.
 - ix. Completes AARC Education Grant application and forwards to the SCSRC President for approval and submission.
 - x. Communicates with the AARC Controller and the SCSRC Treasurer all details regarding the Grant process.

- xi. Upon completion of or prior to the presentation if possible, submits receipts of the speakers expenses to the SCSRC's Treasurer for reimbursement prior to the speaker's departure from the event.
- d. Vendor Coordinator
- i. Purpose: The purpose of the Vendor Coordinator is to serve as a liaison between the Board of Directors, and the vendor community representing products and services used by Respiratory Care Practitioners. Although the Vendor Coordinator's primary focus should be on the Annual State meeting, the Vendor Coordinator should also be available to assist the SCSRC's Regional Directors to garner a/o arrange vendor support for any of their educational programs.
 - ii. A current list of companies which are associated with or do business with the respiratory care community will be kept up-to-date by the Vendor Coordinator. This list should include at a minimum the names, email addresses and fax numbers for the local sales representatives. The list should be maintained electronically on Constant Contact and backed-up using a reliable/secure source for data storage. Vendor information is considered confidential and must be used for SCSRC purposes only. The information must not be shared with other vendors or entities outside the SCSRC without prior authorization, in writing by the President of the SCSRC.
 - iii. A current list of all donations made to the SCSRC by companies or organizations should be submitted to the chairperson within thirty (30) days of the donation. This is in an effort not to depend on the same vendors for each society function.
 - iv. The coordinator will make recommendations to the Board of Directors regarding special recognition of vendors/sponsors.
 - v. The coordinator should keep the Board informed of major issues or concerns of the vendor community
 - vi. Copies of all checks should be made, and kept with the Vendor Coordinator.
 - vii. Follow the timetable without deviation.
 - viii. Plan and develop marketing strategy relating to SC SRC activities.
 - ix. Serve as a communication liaison for all vendors as it relates to SCSRC activities.
 - x. Determine exhibitors' needs--booth requirements, personnel, electricity, and electrical cords.
 - xi. Communicates the above needs to the Facilities Coordinator and Program chairperson.
 - xii. Provide a progress report to the Program chairperson monthly, and as needed.
 - xiii. Design the floor plan of booth sizes in scale to the exhibit hall area.
 - xiv. Develop exhibitor packages and mail as early in the year as possible--at least 5 months prior to the meeting.
 - xv. Ensure a copy of the program is included in the exhibitor package.
 - xvi. Letters of appreciation should be sent to all exhibitors after the meeting--contact the president for a letter as well.
 - xvii. Keep the Facilities Coordinator aware of all needs from the hotel.
 - xviii. Register all exhibitors at the meeting site.
 - xix. Working with the Education Coordinator, coordinate speaker / event sponsors.
 - xx. Keep the vendor list current and pass on to the incoming Vendor Coordinator.
- e. Registration Coordinator:
- i. Possesses excellent organization skills.

- ii. Responsible for registration process.
 - iii. Follow the timetable without deviation.
 - iv. Involved in the development and mailing of brochures or pamphlets. Ensure all Respiratory Therapy Programs, hospitals, home care companies, Sleep Centers, Respiratory Care Practitioners, and student members receive information on the program.
 - v. Organize, and plan all aspects of registration for the meeting:
 - 1. Secure all supplies needed: name tags , tape , ribbons, receipt book, social function tickets, folders/packets
 - vi. Prepare the packets prior the beginning of registration during the meeting--this saves time.
 - vii. Assumes overall responsibility for the selling of additional event tickets, T-shirts, etc.
 - viii. Provide an accurate account of all monies obtained from attendees of the meeting and from sales of other items to the chairperson on daily basis. Special attention should be placed on the number of attendees for meal and other related functions.
 - ix. Document meeting attendees according to classification: member, non-member, student
 - x. Send collected registration funds to the SCSRC treasurer on a timely basis. Copies should be made of all checks and kept on file.
 - xi. Contact the treasurer of the SCSRC to ensure the ability of participants to use charge cards as a method of payment.
 - xii. Issue receipts for all transactions and maintain copies for SCSRC records.
 - xiii. Provide a progress report to the chairperson on a monthly basis, and as needed.
 - xiv. Responsible for seeing that a computer and Internet access is available at the Registration table to accommodate onsite registrations.
- f. Entertainment Coordinator:
- i. Plans and implements' entertainment for the entire meeting based upon recommendation from the Program Committee.
 - ii. Follows the timetable without deviation.
 - iii. Coordinates all entertainment activities with the Program Committee.
 - iv. Reviews entertainment, prior to booking, if possible.
 - v. Provides a progress report to the chairperson on a monthly basis, and as needed.
 - vi. Arranges and contracts with entertainment groups, and forwards all information to the chairperson for approval.
- g. Past Vice President
- i. Provides historical data on the strengths, weaknesses, complaints, future needs, and evaluations
 - ii. Assists the chairperson in the formulating of the budget--revenue and expense.
 - iii. Offers suggestions of replacements for committee members who are rotating off of the committee.
 - iv. Act as a resource to all committee members who need assistance or feedback.
 - v. Responsible for any task the chair assigns.
 - vi. This is a one year assignment unless the chair decides otherwise.
- h. Treasurer
- i. The treasurer ensures all financial obligations related to the meeting are met

- ii. Ensures all payments for vendors and registrants is collected
- iii. Expenses will be reimbursed according to the following information:
 - 1. Transportation: Round trip coach class airfare, airport parking, and taxi service to the meeting site. Other alternate methods of transportation will be reimbursed at a rate not to exceed coach class airfare. Automobile travel will be paid at the standard IRS mileage rate. Road tolls and parking expenses will be paid provided the total expenses do not exceed the sum of coach class airfare and parking expenses.
 - 2. Lodging: Arrangements for accommodations will be completed by the SCSRC. Lodging will include the night before or the day of the scheduled event *lecture* only. Exceptions will be at the discretion of the Program Committee.
 - 3. Meals: Per Diem for meals the night before and the day of the scheduled event lecture will be set at \$30 per day. Exceptions will be at the discretion of the Program Committee.
 - 4. Honorariums: The Standard SCSRC honorarium is \$250 for RTs and allied health professionals and \$500 for physicians unless otherwise arranged by a sponsor or approved by the Program Committee.
- iv. Expenses may be adjusted at the discretion of the Program Committee and as the budget allows.
- v. All expenses covered by this policy should be reimbursed the day of the lecture. Otherwise, all expenses should be submitted to the Treasurer within fourteen (14) days after the scheduled event lecture.
- vi. If applicable, submits documents to the AARC Controller for reimbursement of speaker's expenses as detailed in the AARC's Education Grant policy.
- i. Student Coordinator
 - i. Plans and oversees student activities during the Annual State Meeting.
 - ii. Establishes an open line of communication with all SC RT Program Directors and their staff. Communicates with other Program Coordinators. Schedules student volunteers as required.
 - iii. Obtains a list for registered students from the Registration Coordinator.
 - iv. Submits a list of planned student activities to the Event Coordinator for inclusion in the Program brochure and other advertising as necessary.
 - v. Communicates routinely with the Chair of the Scholarship Committee. Assists the Chair in Scholarship planning/activities as required.
 - vi. Routinely updates the Program Committee on planned student activities during the Annual State Meeting.
 - vii. Communicates with the Facilities Coordinator for meeting room space if necessary.
 - viii. Accepts other assignments as requested by the Program Chair.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-III-K

SUBJECT: Publications & Web Design Committee

FORMULATED:

REVIEWED:

REVISED:

Policy: The Publications Committee chairperson shall be appointed annually by the President. The Committee should consist of at least, an Executive Board Member, the Webmaster and the newsletter editor.

Purpose: The purpose of the committee is to provide current information for all licensed Respiratory Care Practitioners of South Carolina through the website and regular newsletters. The committee shall serve as the editorial staff. All SCSRC officers, directors, and committee chairs should produce reports/articles for the publications. The website and newsletter should be a communication tool to inform Respiratory Care Practitioners of SCSRC activities, and to encourage participation in the society.

1. The chairperson:
 - a. Coordinates the activity reports of the officers, directors, and committee chairpersons.
 - b. Contacts industry vendors for the possibility of advertising in the newsletter or website.
 - c. Accepts or rejects all material submitted for publication.
 - d. Completes all final editing and proofing. Ensures the material submitted for publication is organized and free of grammatical and/or spelling errors
2. Publications including Print and Web Postings
 - a. Ensure that all print material needed is submitted by the established deadline.
 - b. All printed material should be identified by author or committee and written permission obtained prior to publication.
 - c. Files should be maintained to establish each quarterly edition separately.
 - d. Proof read the entire issue paying special attention to spelling errors, misprints, and overall appearance.
 - e. The final edition should be forwarded to the webmaster in a timely manner for publication on the "Newsletter" section of the website.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-III-L

SUBJECT: Scholarship Committee

FORMULATED:

REVIEWED: 12/2014

REVISED:

Policy: The chairperson of the Scholarship Committee will be appointed annually by the president of the SCSRC. The committee members should be representative of each region of the state as described in the SCSRC Bylaws.

1. Entry Level Scholarships:

- a. The SCSRC will present three \$400.00 scholarships annually for entry-level respiratory care students in South Carolina.
- b. The chairperson for title Scholarship Committee will send scholarship applications and materials to each program director in South Carolina in January of each year and post information on the SCSRC website
- c. Through the assistance of the program director, the student will submit the following information to the chairperson of the committee:
 - i. Scholarship application
 - ii. student's college transcripts
 - iii. student's active status in the program
 - iv. Letter of recommendation for the student from the program director.
 - v. verification of South Carolina residency
 - vi. verification of membership in the AARC
 - vii. a brief statement, developed by the student, of his/her career goals
 - viii. an original essay on a respiratory care related topic written by the student which will be evaluated as a formal scientific research paper and should include:
 1. minimum of five (5) double spaced pages
 2. minimum of five (5) scientific references (current--within 5 years)
 3. footnotes (or references) and bibliography
- d. All information and materials must be to the committee chairperson by May 1. The Scholarship Committee will evaluate each applicant and recommend approval or disapproval to the Board of Directors by the July Board of Directors meeting. The Board of Directors will vote and direct the treasurer to disperse the funds for those scholarships which are approved.

2. Peer Submission program under development

3. Higher Education Award

- a. The SCSRC scholarship committee should solicit donations for the funding of the higher education award.
- b. The chairperson for title Scholarship Committee will post scholarship applications and materials to the website in January of each year. The membership should be notified when this is posted with a follow-up notice being sent by May.
- c. The applicant must submit the application and necessary materials listed on the application to the chairperson of the committee by July 1. The Scholarship Committee will evaluate each

applicant and recommend approval or disapproval to the Board of Directors by the July Board of Directors meeting. The Board of Directors will vote and direct the treasurer to disperse the funds for those scholarships which are approved.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-III-M

SUBJECT: PACT Committee

FORMULATED: 12/2014

REVIEWED: 1/2015

REVISED:

Policy: The Political Action Contact Team (PACT) chairperson shall be appointed annually by the President. The Committee will be assigned by the appointed chairperson and should consist of at least one representative from each of South Carolina's seven congressional districts.

Purpose: The purpose of the committee is to educate the SCSRC membership and constituents on current AARC sponsored legislation, aggressively promote recognition of the value of respiratory therapists in all areas of public policy, and provide competent representation of said membership and constituents at the annual AARC Hill Day in Washington DC.

1. The chairperson shall:

- a. Serve as a liaison between the AARC Government Affairs division and the SCSRC Board of Directors.
- b. Appoint and provide direction to qualified SCSRC members to carry out grass roots promotion of AARC sponsored legislation within their respective congressional districts.
- c. Interact with local, state, and federal government representatives regarding any policies that affect our patients and our profession.
- d. Travel to Washington DC to meet with each of the seven House Representatives and the two state Senators regarding their support of current AARC promoted legislation.
- e. Inform legislators of constituent support; educate legislators about the profession and the impact of pulmonary disease on the state's population.



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-III-N

SUBJECT: Continuing Education Committee

FORMULATED: 9/2014

REVIEWED: 1/2015

REVISED: 1/2015

Policy: The Continuing Education Committee chairperson shall be appointed annually by the President. The Committee should consist of 3 members, including the chair, responsible for granting CE hours on behalf of the SCSRC.

Purpose: The purpose of the committee is to provide a method for granting respiratory care continuing education hours and to oversee the application and approval process for continuing education hours.

1. The goals of the committee are to allow individual respiratory therapists, healthcare facilities, and other healthcare program providers to apply for CE credits through the SCSRC. The SCSRC is approved and recognized by the LLR for RCP licensure requirements in SC as outlined in current rules, regulations and policies.
2. The committee is responsible for:
 - a. Maintaining guidelines and a clear process for the application and approval of respiratory care continuing education hours
 - b. Processing CE Applications and providing a written letter of approval or denial to each applicant within a reasonable timeframe that is designated on the application forms.
 - c. Maintaining records of CCE activities and approved programs
 - d. Updating application packets and forms as needed
 - e. Managing the authorized site programs, including:
 - i. Communicating regularly with each designated site coordinator
 - ii. Dispersing new site packets and renewal packets
 - iii. Ensuring all fees are paid by due date
 - iv. Collecting annual reports from each authorized site



SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

MANUAL: P&P

CODE: SCSRC-III-O

SUBJECT: Specialty Section Committee

FORMULATED: 10/2014

REVIEWED: 1/2015

REVISED: 1/2015

Policy: The following committees are considered specialty committees and exist at the pleasure of the president and/or the SCSRC Board of Directors. A chairperson shall be appointed annually by the president for each specialty committee that exists during his or her term.

1. Continuing Care/Rehabilitation Committee:

- a. Purpose: To form a network of information gathering, and/or sharing, for facilities currently offering Pulmonary Rehab or Continuing Care programs.
 - i. This committee will also serve as a resource for hospitals wishing to develop either of these activities. Members of this committee should be from each region of the state, when possible.
 - ii. Develop and distribute a directory of all hospitals in the state of South Carolina currently offering Pulmonary Rehab and/or Sub Acute Care.
 - iii. Provide current information on charges, CPT coding, and reimbursement issues in South Carolina.
 - iv. Develop a relationship with the chairperson of the AARC Pulmonary Rehab/Sub Acute Care Committee and provide pertinent information to South Carolina practitioners.
 - v. Provide a list of educational topics to the education coordinator that would benefit practitioners working in Pulmonary Rehab and/or Sub Acute Care.
 - vi. Maintain information and/or resources on current Pulmonary Rehab and Sub-Acute Care practices and procedures.

2. Diagnostics Committee:

- a. Purpose: To form a network of information gathering, and/or sharing, for respiratory care diagnostic practitioners
 - i. This committee will also serve as a resource for healthcare facilities wishing to develop their diagnostic activities. Members of this committee should be from each region of the state, when possible.
 - ii. Develop and distribute a directory of respiratory related diagnostic labs in South Carolina
 - iii. Provide current information on charges, CPT coding, and reimbursement issues in South Carolina.
 - iv. Develop a relationship with the chairperson of the AARC Diagnostics Committee and provide pertinent information to South Carolina practitioners.
 - v. Provide an annual educational event to benefit practitioners working in Respiratory Diagnostics and those requiring diagnostic education for credential renewals
 - vi. Maintain information and/or resources on current Diagnostic practices and procedures.

3. Disaster Preparedness Committee:

- a. Purpose: To form a network of information in regards to disaster preparedness for respiratory care practitioners across the state
 - i. This committee serves as a resource for healthcare facilities across the state. Members of this committee should be from each region of the state, when possible.

- ii. Develop a relationship with organizations including the South Carolina Hospital Association and SC DHEC.
- 4. Educators Committee:
 - a. Purpose: To form a network of information gathering, and/or sharing, for educators
 - i. Members of this committee should be from each region of the state, when possible.
 - ii. Develop and distribute a directory of all educators in the state of South Carolina
 - iii. Develop a relationship with the chairperson of the AARC Education Committee and provide pertinent information to South Carolina practitioners.
- 5. Home Care Committee:
 - a. Purpose: To form a network of information gathering, and/or sharing, for home care
 - i. This committee will also serve as a resource for home healthcare facilities. Members of this committee should be from each region of the state, when possible.
 - ii. Develop a relationship with the chairperson of the AARC Home Care Committee and provide pertinent information to South Carolina practitioners.
 - iii. Maintain information and/or resources on current practices and procedures.
- 6. Information Technology Committee:
 - a. Purpose: To form a network of information gathering, and/or sharing, for information technology
 - i. Members of this committee should be from each region of the state, when possible.
 - ii. Survey current Information System usage by therapists in SC.
 - iii. Determine specific information service needs of Respiratory Care Practitioners.
 - iv. Facilitate cooperative information sharing of lessons learned and develop best practice standards.
 - v. Work with information system vendors to provide enhanced Respiratory Care specific documentation and billing systems.
 - vi. Publish results, findings, standards and committee recommendations.
- 7. Neonatal/Pediatric Committee:
 - a. Purpose: To form a network of information gathering, and/or sharing, for neonatal and pediatric respiratory care practitioners
 - i. This committee will also serve as a resource for healthcare facilities with perinatal and pediatric programs. Members of this committee should be from each region of the state, when possible.
 - ii. Develop a relationship with the chairperson of the AARC Neonatal/Pediatrics Committee and provide pertinent information to South Carolina practitioners.
 - iii. Provide educational opportunities to benefit practitioners working in pediatrics and those requiring pediatric education for credential renewals
 - iv. Maintain information and/or resources on current pediatric practices and procedures.
- 8. Research Committee:
 - a. Purpose: To form a network of information gathering, and/or sharing, for Research
 - i. This committee will also serve as a resource for respiratory care practitioners. Members of this committee should be from each region of the state, when possible.
 - ii. Provide educational events and activities.
 - iii. Maintain information and/or resources on current research practices
- 9. Sleep Committee:
 - a. Purpose: To form a network of information gathering, and/or sharing, for sleep medicine
 - i. This committee will also serve as a resource for healthcare facilities with sleep medicine programs. Members of this committee should be from each region of the state, when possible.
 - ii. Develop a relationship with the chairperson of the AARC Sleep Committee and provide pertinent information to South Carolina practitioners.
 - iii. Provide an annual educational event
 - iv. Maintain information and/or resources on current sleep practices and procedures.