

Operations Manual



ASSOCIATES COUNCIL

Undersea & Hyperbaric Medical Society



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TIMELINE OF AC ACTIVITIES

January -December	10-II
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Representative-Elect

- Shall become familiar with the duties of their elected position on the Associates Council (AC)
- Serve on designated committees
- Draft at least one (1) article for publication in the UHMS open-access newsletter *Pressure*
- Chair the Nominating Committee for their replacement as they prepare to move to the Voting Representative position
- Serve as Regular Voting Representative when the voting representative is incapacitated or absent. Perform other functions as necessary.

Representative

- Duly represent the Associates in a professional manner
- Serve as a Voting member on the UHMS Board
- Attend/participate in a minimum of two (2) of the UHMS Board meetings in a rolling 12-month period
- Serve on designated committees
- Draft at least one (1) article for publication in the UHMS open-access newsletter *Pressure*
- Associates Representative Chairperson – Shall be the Representative Tech/Nurse in their second year as a voting Board member
- Communicate and represent the Associates with Executive Director and UHMS President
- May invite any individual to report or join in discussion at a specific meeting of the AC
- Coordinate and facilitate the Associates Council meetings
- Reporting of elected Associates
- Reporting of proposed changes, actions and activities of the Associates and the UHMS Board

Past Representative

- Shall serve on designated committees
- Shall mentor the corresponding Representative-Elect
- Draft at least one (1) article for publication in the UHMS open-access newsletter *Pressure*
- RN Past Representative shall serve as liaison between the UHMS AC and the BNA Board

Secretary

- Coordinate and facilitate the ASM Associates meeting
- Responsible for recording the minutes of Associates Council meetings
- Saving draft and final approved minutes in the designated UHMS Associates file location
- Tracking and reporting attendance

COMMUNICATIONS ASSOCIATE

- Coordinating communications to the Associates membership based upon direction from the Associates Council
- Working closely with the UHMS publications coordinator and meeting/planning coordinator when necessary
- Coordinating the timely submittal of articles to Pressure from the AC
- Responsible for coordinating social media on behalf of the Associates Council
- Chairing and/or co-chairing the UHMS Associates Council Communications Committee when and if needed

STAKEHOLDER LIAISONS

- Coordinating communications between the UHMS Associates Council and UHMS-recognized technical certifying organizations
- Each Stakeholder Liaison must be a current Associate Member of the UHMS and in good standing
- They must be willing to fulfill the duties and responsibilities of the volunteer position
- Associate Technicians/Nurses must be currently hyperbaric certified by the UHMS-recognized certifying body they are representing
- They must maintain their certification during their tenure on the AC



ELECTION PROCESS

- **The UHMS Associates shall nominate and elect** volunteer representatives for the Associates Council and UHMS Board. The elected Associate Representative shall make up the Executive Associates Council. Each alternating year the Associate membership shall elect one (1) qualified Technician or Nurse representative to the “Elect” position. **Each elected Tech/Nurse Representative** shall serve for a total of six (6) years on the AC and four (4) years on the UHMS Board. Separately, the AC Council will elect a Secretary for a two-year term and a Communications Associate for a two-year term. All elected Associates Council positions will be required to sign:
 - (1) a non-disclosure agreement; and
 - (2) receipt of the AC Operations Manual and Charter.
(The Membership/Meetings Coordinator shall send the required documents to sign.)

The AC shall consist of the following representatives:

- 1 Associate Technician-Elect – 2 years
- 1 Associate Nurse (RN) Elect – 2 years
- 1 Associate Technician – 2 years: Voting UHMS Board Member
- 1 Associate Nurse (RN) – 2 years: Voting UHMS Board Member
- 1 Associate Technician Past – 2 years: Non-Voting UHMS Board
- 1 Associate Nurse (RN) Past – 2 years: Non-Voting UHMS Board
- Secretary – 2 years*
- Communications Associate – 2 years*

*** Selection process for the Secretary and the Communications Associate positions:**

- Nominations will be requested from the Associates membership by December for the Secretary on odd years and the Communications Associate on even years (minimum 180 days before ASM as per UHMS By-Laws)
- All nominations need to be received by February on the second Thursday of the month
- The AC Council shall vote at March monthly meeting call
- The UHMS President, Executive Director, Membership/Meetings Coordinator shall be notified of the election within one week of the AC vote by the Lead Associate
- The newly elected Secretary or Communications Associate shall be notified by the Associates Chairperson and the Membership/Meetings Coordinator

ELECTED ASSOCIATE UNABLE TO FULFILL ROLE

- If an elected Associate is unable to fulfill the duties of the elected position, either by choice, participation issues, or other, the AC may appoint the next nominee ranked according to the votes of the preceding election for the same position. If no Nominee is available, then the AC may appoint an Associate Member to fill the vacancy. All appointments must be presented to the UHMS President for final approval before formally offering the appointee the vacant position.

ELECTION STANDARDS

- Each nominee/elected Associate must be a current member of the UHMS and in good standing
- They must be willing to fulfill the duties and responsibilities of the volunteer position in accordance with the By Laws/policies of the UHMS and the charter of the AC Council
- Associate Technicians/Nurses must be currently hyperbaric-certified with a UHMS-recognized certifying body
- They must maintain their hyperbaric certification and their primary licensure/ certification during their tenure on the UHMS Board and AC
- Upon term expiration they shall not be eligible to maintain their elected position and shall forfeit their elected position
- The Associates Nurse Representative may be a Registered Nurse (RN) or above only
- The Associates Technician cannot be an RN at the time of nomination
- Reference UHMS By-Laws for the election process

APPOINTMENT OF UNELECTED POSITIONS: Stakeholder Liaisons

The Stakeholder Liaisons are non-voting members of the Accreditation Council. Stakeholder Liaisons represent the UHMS-recognized technical and certification organizations.

Each UHMS-recognized technical and certification organization by invitation will be allowed one member to join the Accreditation Council for two-year terms with a limit of two terms.



ASSOCIATES COUNCIL MONTHLY (excluding December) CONFERENCE CALL

Schedule & Time

- Second Thursday of the month
- Time: 4 p.m. PT; 5 p.m. MT; 6 p.m. CT; 7 p.m. ET
- Call duration: 90 minutes
- Meetings shall be coordinated with the UHMS Membership/Meetings Coordinator

Schedule changes

- Associates conference calls/meetings may be changed, canceled, and/or added, as approved by a simple majority of the AC

AC Meeting Coordinator & Facilitator

- The Associate Lead Representative shall coordinate and facilitate the Associates meetings

AC Meeting Agenda

- Secretary shall put together the meeting agenda based upon input from the AC members and past outstanding agenda items
- Agenda topics must be sent to the Secretary no later than ten (10) days prior to the scheduled meeting
- Final agenda will be sent by the Associates Lead Representative to the AC members at least three days prior to scheduled meeting
- Final agenda shall be posted in the Associates Dropbox

Associates Council Monthly Meeting Notes

- Shall be taken by the Secretary (or designee when Secretary is unable to attend)
- Meeting minutes draft will be posted to Dropbox within one (1) week of meeting and sent out to the AC for review
- Associates Council shall have one (1) additional week to review and provide comments and/or edits to the Secretary
- Final meeting notes shall be voted on at the next subsequent AC monthly meeting
- Upon approval vote at next corresponding meeting, the finalized version of the minutes shall be saved to the Associates Dropbox folder labeled Associates Minutes Folder

AC Meeting Standards

- Use Sturgis Rules of Order (UHMS) (as appropriate)
- To consider and approve a motion:
 - Motions must be made by a member
 - Another member must 2nd the motion for it to be voted on by the members
 - Must have a quorum of AC members (minimum 4) to vote
 - A simple majority can pass a motion

UHMS Board Meeting

- UHMS Board Meetings Quarterly Conference Call
- June UHMS Board meeting
 - Usually on the Tuesday prior to the ASM
 - Starts in the afternoon and continues into the late evening
 - All Board Members are expected to attend
 - It is the only face-to-face Board meeting of the year
- Required (as per participation attendance standard) for both Voting Associates Representatives and both Representatives-Elect

Annual Scientific Meeting Timeline

- **July/August** – The Annual Scientific Meeting (ASM) Planning Committee will start planning the next year's ASM format; AC discusses theme for ASM Associates Breakout during monthly AC meeting via GoToMeeting video conferencing
- **September** – Vote on ASM Associates Breakout theme; write article for *Pressure* announcing Associates Breakout theme; have email blast sent to Associates membership about theme; request abstracts and posters
- **November** – draft ASM Associates Breakout schedule of plenaries, abstracts, case studies, guest speakers, and all related matters.
 - Schedule will automatically include:
 - 5-10 minutes for welcome speech/presentation to Associates
 - 5-10 minutes for “passing the gavel” as the Representative transitioning to Past Representative will give the ceremonial gavel to the next member moving into the voting Associates position
 - 5-10 minutes Recognition Award to Representative rotating off the board
- **January** – AC vote on final Breakout schedule; send final version to ASM Planning Committee Chair and UHMS Staff person coordinating the ASM event
- **March/April** – Plan ASM Associates meeting agenda
- **May** – AC to vote on final ASM Associates meeting agenda

Conflict of Interest

- **Awards:** As a guideline, we will not give awards to ourselves while we are on the Associates Council. This effort is to ensure our commitment to supporting the entire Associates membership.

Committee assignments

ASM Planning Committee

- Associate Tech – Voting
- Associate RN – Voting

Finance Committee

- Associate Tech – Past

Nominating Committee

- Associate Tech – Voting
- Associate RN – Voting

By-Laws Committee

- Associate RN – Past

Publications Committee

- Associate Tech – Past
- Associate RN - Past
- Communications Associate

Membership Committee

- Associate Tech – Elect
- Associate RN – Elect

Baromedical Nurses Association

- Associate RN - Past
- Monthly BNA conference calls – will participate as UHMS AC liaison representative.
Calls are scheduled monthly on the third Wednesday of the month at 4 p.m. PT; 5 p.m. MT; 6 p.m. CT; 7 p.m. ET

Participation

- Meeting attendance/participation requirement = 70%
- Cannot miss three (3) consecutive meetings (Note: ASM counted as one meeting)
- If a member is unable to perform in their role and responsibilities as set forth above, the AC may meet to review and determine whether the Associates Council member is able to continue to fulfill their role. The outcome of the review will be reported to the UHMS President and Board for final deposition

January

- AC quarterly report for UHMS Board meeting to Executive Director by first Friday of the month
- AC monthly meeting agenda sent to AC members by first Thursday of the month
- AC monthly meeting call – second Thursday of the month
- AC vote on final Breakout schedule
- UHMS Board meeting

February

- (Even year) receive Secretary nominations by second week
- (Odd year) receive Communications Associate nominations by second week
- AC monthly meeting agenda sent to AC members by first Thursday of the month
- *Pressure* article due by second Friday of the month
- AC monthly meeting call – second Thursday of the month

March

- (Even year) vote on Secretary nominations by third week
- (Odd year) vote on Communications Associate nominations by third week
- Start annual review/edit of AC Operations Manual and the AC Charter prior to ASM
- AC Monthly meeting agenda sent to AC members by first Thursday of the month
- AC monthly meeting call – second Thursday of the month
- Plan ASM Associates meeting agenda

April

- AC quarterly report for UHMS Board meeting to Executive Director by first Friday of the month
- AC monthly meeting agenda sent to AC members by first Thursday of the month
- UHMS Board meeting
- AC monthly meeting call – second Thursday of the month

May

- AC Monthly meeting agenda sent to AC members by first Thursday of the month
- *Pressure* article due by second Friday of the month
- AC monthly meeting call – second Thursday of the month
- Vote on final ASM Associates meeting agenda

June

- ASM Associates Council meeting agenda sent to AC members by first Thursday of the month
- Annual Scientific Meeting (ASM)

July

- AC Quarterly report for UHMS Board meeting to Executive Director by first Friday of the month
- AC Monthly meeting agenda sent to AC members by first Thursday of the month
- AC monthly meeting call – second Thursday of the month
- ASM Associates Breakout Theme for next year?
- ASM Planning Committee first meeting
- UHMS Board meeting

August

- AC Monthly meeting agenda sent to AC members by first Thursday of the month
- *Pressure* article due by second Friday of the month
- AC monthly meeting call – second Thursday of the month

September

- AC monthly meeting agenda sent to AC members by first Thursday of the month
- AC monthly meeting call – second Thursday of the month
- Vote on ASM Associates Breakout theme

October

- AC quarterly report for UHMS Board meeting to Executive Director by first Friday of the month
- AC monthly meeting agenda sent to AC members by first Thursday of the month
- AC monthly meeting call – second Thursday of the month
- UHMS Board meeting

November

- AC Monthly meeting agenda sent to AC members by first Thursday of the month
- *Pressure* article due by November 1
- AC monthly meeting call – second Thursday of the month
- Draft ASM Associates Breakout schedule

December

- (Odd year) request nominations for AC Secretary and Associate RN-Elect
- (Even year) request nominations for Communications Associate and Associate Tech-Elect

