

The following guidelines are recommended to promote accountability and continuity in the committee process for both ACCSP support staff and member organizations.

These guidelines have been established as suggested protocol for effective forward momentum and long-term committee projects.

The following is a list of expectations of the members of all the ACCSP committees:

1. Participation would be defined as ~~adequate~~ based upon guidelines defined by the committee chair(s). This is done on a year-to-year basis since some years may have more conference calls, in-person meetings, etc.
2. Attendance by alternates would count towards participation (with no limit on how many meetings the alternate may attend in place of the primary member)
3. Committee members may choose to designate an ~~official~~ alternate with ACCSP. Designating an official ~~alternate~~ will enable that individual to remain on committee email lists so they are aware of current activities
4. Participation records will be reviewed annually and sent to the Operations Committee member for review upon request from the Operations Committee members
5. The ACCSP committee staffer will contact individuals that have not participated in at least one call or meeting during the previous year without an alternate or to the level deemed ~~adequate~~ for that year

The following is a list of the expectations of the ACCSP staff:

1. The ACCSP committee staffer overseeing all work for the committee will work with new members and old members that would like to reorient themselves on specific topics
2. The ACCSP Committee staff will upload the new members information in the committee database and send out a welcome email to the committee acknowledging the new individual
3. Upon the request of the ACCSP committee staffer, the ACCSP Outreach Coordinator will send a ~~welcome packet~~ with pertinent materials to all interested members
4. The ACCSP committee staffer will provide ~~topic documents~~ that provide a brief history and explanation on a major committee project as deemed necessary by the entire committee. These documents will also be available online