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Roles & Responsibilities

Representative Elect

• Shall become familiar with the duties of their elected position
• Serve on designated committees
• Draft at least one (1) article for publication in the UHMS 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 Pressure
• Associate Representative Chairperson – Shall be the Representative Tech/Nurse in their 2nd 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 Associate Council
  • Coordinate and facilitate the Associate Council meetings
• Reporting of elected Associates
• Reporting of proposed changes, actions, and activities of the Associates and the UHMS Board
Roles & Responsibilities

**Past Representative**
- Shall serve on designated committees
- Shall mentor the corresponding Elect Representative
- Draft at least one (1) article for publication in the UHMS Pressure
- RN Past Representative shall serve as liaison between the UHMS Associate Council and the BNA Board
- Coordinate and facilitate the ASM Associate Meeting

**Secretary**
- Responsible for recording the minutes of Associate Council meetings
- Saving draft and final approved minutes in the designated UHMS Associate file location
- Tracking and reporting attendance

**Communications Associate**
- Coordinating communications to the Associate membership based upon direction from the AC
- Working closely with the UHMS publications coordinator & 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 Associate Council
- Chairing and/or Co-chairing the UHMS Communications Committee when and if needed
Election Process

- The UHMS Associates shall nominate and elect volunteer representatives for the Associate Council and UHMS Board. 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 2-year term and a Communications Associate for a 2-year term. All elected Associate Council positions will be required to sign (1) a Non-Disclosure Agreement and (2) receipt of the AC Operations Manual & Charter. (The Membership/Meetings Coordinator shall send out 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 & Communications Associate positions:
  - Nominations will be asked for from the Associate membership by December for the Secretary on odd year & Communications Associate on even year (minimum 180 days before ASM as per UHMS By-Laws)
  - All nominations need to be received by February 2nd 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 1 week of the AC vote by the Lead Associate
  - The newly elected Secretary or Communications Associate shall be notified by the Associate Chairperson and the Membership/Meetings Coordinator
Election of Associate Representatives

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 expiration, they shall not be eligible to maintain their elected position and shall forfeit their elected position
- The Associate Nurse Representative may only be a Registered Nurse (RN) or above
- The Associate Technician cannot be a RN at the time of nomination
- Reference UHMS By-Laws for election process
**Associate Council Monthly (excluding December) Conference Call**

- **Schedule & Time**
  - 3rd Thursday of the month
  - Time: 4pm PST, 5pm MST, 6pm CST, 7pm EST
  - Call duration 90 minutes
  - Meetings shall be coordinated with the UHMS Membership/Meetings Coordinator
- **Schedule changes:**
  - Associate Conference Calls/Meetings may be changed, canceled, and/or added, as approved by a simple majority of the AC
- **AC Meeting Coordinator & Facilitator**
  - Associate Lead Representative shall coordinate and facilitate the Associate Meetings
- **AC Meeting Agenda**
  - Secretary shall put the meeting agenda together 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 Associate Lead Representative to the AC members at least 3 days prior to scheduled meeting
  - Final Agenda shall be posted in the Associate Drop Box
- **Associate 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 the Drop Box within one (1) week of meeting and sent out to the AC for review
  - Associate 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 Associate Drop Box Folder

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**Attendance & Participation Expectations**

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*Note: The image contains text that is not fully legible due to the quality of the scan or the angle of the page.*
Associate Council Monthly (excluding December) Conference Call

- 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 Associate Representatives & both Representatives Elect

Annual Scientific Meeting (ASM)

- Timeline
  - July/August - The ASM planning committee will start planning the next year’s ASM format; AC discuss theme for ASM Associate Breakout during Monthly AC meeting GoToMeeting
  - September – Vote on ASM Associate Breakout theme; Write Article for Pressure announcing Associate Breakout Theme; have email blast to Associate Membership about Theme; request abstracts & posters

Attendance & Participation Expectations
Annual Scientific Meeting (ASM)

- Timeline continued...
  - November – draft ASM Associate Breakout schedule of Plenaries, Abstracts, Case Studies, Guest speakers, etc.
  - Schedule will automatically include:
    - 5-10 minutes for Welcome to Associates Speech/presentation
    - 5-10 minutes for “Passing the Gavel” Representative transitioning to Past Representative Position will give the ceremonial gavel to the next member moving into the voting Associate Position
    - 5-10 minutes Recognition Award to Representative rotating off the board
  - January – AC vote on final Breakout schedule; send final version to ASM Committee Chair and UHMS Staff person coordinating the ASM event
  - March/April – Plan ASM Associate Meeting Agenda
  - May – AC to vote on final ASM Associate Meeting agenda
Conflict of Interest

- As an elected Associate Board Member, member may not serve in a leadership role on another UHMS committee or other external Hyperbaric board during their term on the Associate Council.
- Awards: As a guideline, we will not give awards to ourselves while we are on the Associate Council. This effort is to ensure we do not appear self-serving and our commitment to supporting the 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
- ASM Planning 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 3rd Wednesday of the month at 4pm PST, 5pm MST, 6pm CST, & 7pm EST
Accountability

**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 Associate Council member is able to continue to fulfill their role. The outcome of the review will be reported to the UHMS President & Board for final deposition
Timeline of AC Activities

January
- AC Quarterly report for UHMS Board Meeting sent to Executive Director by 1st Friday of month
- AC Monthly Meeting Agenda sent to AC members by 2nd Thursday of month
- AC Monthly Meeting Call – 3rd Thursday of month
  - AC vote on final Breakout schedule
- UHMS Board Meeting

February
- (Even year) receive Secretary Nominations by 2nd week
- (Odd year) receive Communications Associate nominations by 2nd week
- AC Monthly Meeting Agenda sent to AC members by 2nd Thursday of month
- Pressure Article due by 2nd Friday of month
- AC Monthly Meeting Call – 3rd Thursday of month

March
- (Even year) vote on Secretary Nominations by 3rd week
- (Odd year) vote on Communications Associate nominations by 3rd week
- Start Annual Review/edit of AC Operations Manual & also AC Charter prior to ASM
- AC Monthly Meeting Agenda sent to AC members by 2nd Thursday of month
- AC Monthly Meeting Call – 3rd Thursday of month
  - Plan ASM Associate Meeting Agenda

April
- AC Quarterly report for UHMS Board Meeting sent to Executive Director by 1st Friday of month
- AC Monthly Meeting Agenda sent to AC members by 2nd Thursday of month
- UHMS Board Meeting
- AC Monthly Meeting Call – 3rd Thursday of month
Timeline of AC Activities

May
- AC Monthly Meeting Agenda sent to AC members by 2nd Thursday of month
- Pressure Article due by 2nd Friday of month
- AC Monthly Meeting Call – 3rd Thursday of month
  - Vote on final ASM Associate Meeting Agenda

June
- ASM Associate Council Meeting Agenda sent to AC members by 2nd Thursday of month
- Annual Scientific Meeting (ASM)

July
- AC Quarterly report for UHMS Board Meeting sent to Executive Director by 1st Friday of month
- AC Monthly Meeting Agenda sent to AC members by 2nd Thursday of month
- AC Monthly Meeting Call – 3rd Thursday of month
  - ASM Associate Breakout Theme for next year?
- ASM Planning Committee 1st Meeting
- UHMS Board Meeting

August
- AC Monthly Meeting Agenda sent to AC members by 2nd Thursday of month
- Pressure Article due by 2nd Friday of month
- AC Monthly Meeting Call – 3rd Thursday of month
Time Line of AC Activities

**September**
- AC Monthly Meeting Agenda sent to AC members by 2nd Thursday of month
- AC Monthly Meeting Call – 3rd Thursday of month
  - Vote on ASM Associate Breakout theme

**October**
- AC Quarterly report for UHMS Board Meeting sent to Executive Director by 1st Friday of month
- AC Monthly Meeting Agenda sent to AC members by 2nd Thursday of month
- AC Monthly Meeting Call – 3rd Thursday of month
- UHMS Board Meeting

**November**
- AC Monthly Meeting Agenda sent to AC members by 2nd Thursday of month
- Pressure Article due by November 1
- AC Monthly Meeting Call – 3rd Thursday of month
  - Draft ASM Associate Breakout schedule

**December**
- (Odd year) request Nominations for AC Secretary & Associate RN – Elect
- (Even year) request Nominations for Communications Associate & Associate Tech - Elect