

ACHA Committee and Task Force Charges

Board Advisory Committees

ACHA-NCHA Advisory Committee
Awards Advisory Committee
Benchmarking Advisory Committee
External Funding Advisory Committee
Fellows Advisory Committee
Vaccine-Preventable Diseases Advisory Committee

Board Presidential Advisors

Consultation Services Board Advisor

Standing Committees

Annual Meeting Program Planning Committee
Audit Committee
Bylaws Committee
Continuing Education Committee
 Continuing Education for Certified Health Education
 Specialists Subcommittee
Continuing Medical Education Subcommittee
Continuing Nursing Education Subcommittee
Continuing Psychology Education Subcommittee
Continuing Education for National Certified
 Counselors Subcommittee
Ethics Committee
Finance Committee
Nominating Committee
Resolutions Committee

Task Forces

External Funding Task Force
National College Depression Partnership Proposal
 Review Task Force
Program Planning Task Force

Board Advisory Committee

ACHA-NCHA Advisory Committee

The current charge of the ACHA/NCHA Advisory Committee is to:

Continue advisory work in supporting, improving and promoting the ACHA-NCHA as the premier surveying instrument in the college health marketplace.

Work with ACHA staff on finalizing a new manuscript format to accommodate the data derived from the new ACHA-NCHA II survey instrument; and, assist staff as required in the annual manuscript submission for the ACHA-NCHA II Spring Reference Group Results article in the *Journal of American College Health*.

Work with the staff liaison to identify any grant funding opportunity for a nationwide survey designed to create an aggregate college/university generalizable data set.

Develop and draft policy for:

- a set of guidelines and a review/approval process regarding the release/use of ACHA-NCHA data to either commercial or non-commercial entities
- criteria for inclusion of institutional data sets in the Reference Group data set (randomized sampling; response rate; etc.)

Work with the committee to ascertain the reasons for a lower trending response rate to the survey and initiate a program to identify and share best practices among surveyors that will help increase response rates.

Work with the committee and staff to broaden the reliability and validity analyses using nationally and locally available comparison data; be prepared to defend the validity of the instrument and its data despite lowered response rates.

Work with the national office staff to establish longitudinal trend reports for key NCHA parameters (to be determined by your committee-e.g. dangerous drinking, depression symptoms, vaccination uptake) and make available on website.

Work with the national office staff to establish annual tables of comparative descriptive profiles of NCHA samples and national college data to establish the representative nature of the sample data. These tables should be part of the annual reports for the NCHA data. Descriptive criteria should include widely established student and college demographics.

Stay apprised of the implementation and development of the ACHA College Health Data Network. This could be a valuable resource for aggregate and regional college health clinical data.

Board Advisory Committee

Awards Advisory Committee

The current charge of the Awards Advisory Committee is to:

Evaluate all ACHA award nominations received this fall. From those nominations, select and recommend candidates to be presented awards during the 2012 Annual Meeting and report such list to the Board of Directors for approval during the 2012 Winter Board Meeting.

Work with members of your committee to actively promote and encourage awards nominations throughout the membership of the association. Work with ACHA staff on strategies to engage committee, coalition, task force, affiliate, and section leaders, representatives of member institutions, and the “grass roots” membership in nominating colleagues for awards recognition within the association.

Maintain historical data of awards by affiliate and region in order to increase geographical participation. Review this information for diversity and discipline as well. Provide this information to the President by September 23, 2011 in order that the Executive Committee members traveling to Affiliate Meetings may share this information to raise awareness and encourage participation.

Consider the recommendation of the Cultural Competency Statement Revision Task Force that “cultural competency” be added to the criteria used to nominate, submit and select candidates for the ACHA Best Practice Award.

Continue the process for creation, review and retirement of awards according to ACHA policy and present the Committee’s recommendations for review at the annual meeting Board meeting.

Together with the Fellows Advisory Committee Chairperson, work with the President and ACHA staff to plan the 2012 Annual Meeting Awards/Fellows Event.

Board Advisory Committee

Benchmarking Advisory Committee

The current charge of the Benchmarking Advisory Committee is to:

Continue to work with the ACHA staff on Benchmarking projects.

Work closely with the ACHA staff on developing/implementing other surveys that will add to the knowledge base of how student health services are funded, their scope of operations, and the degree to which services are used by the student/college population.

Continue to inform ACHA membership of the findings of various benchmarking efforts through presentations, written reports, journal articles or other means deemed appropriate by the Committee.

Work to incorporate “learning outcomes” into future benchmarking initiatives.

Board Advisory Committee

External Funding Advisory Committee

The current charge of the External Funding Advisory Committee is to:

Stand ready to review, deliberate, and provide recommendations for approval or disapproval to the Board of Directors (or Executive Committee) on any prospective externally funded grant programs.

Note: By policy, your committee members are each of the ACHA Section Chairs, the Ethics Committee Chair, and two Board members (Michael Haberecht and Gerri Taylor).

Board Advisory Committee

Fellows Advisory Committee

The current charge of the Fellows Advisory Committee is to:

Evaluate the Fellows nominations received this program year and select those to be named as Fellows during the 2012 Annual Meeting.

Work with the Awards Advisory Committee Chairperson, the President and ACHA staff to plan the Awards/Fellows Event.

Review current processes and update protocol for notification and by whom of selected and non-selected individuals.

Review current processes and update protocol for notifying the selectee's President of their university/college and the Vice President of Student Affairs.

Review the historical record of Fellows selections/designees within the last five years by affiliate and region in order to increase geographical participation. Please review this information for diversity and discipline as well. ACHA Staff is standing by to assist with data. Please provide a report of this information to the President by September 23, 2011 in order that the Executive Committee members traveling to Affiliate Meetings may share this information to raise awareness and encourage members to submit nominations for Fellows.

Board Advisory Committee

Vaccine-Preventable Diseases Advisory Committee

The current charge of the Vaccine-Preventable Diseases Advisory Committee is to:

Continue work in leading the association and college health in addressing vaccine-preventable diseases.

Continue to work with ACHA staff to develop, review and revise as appropriate any vaccine related resources (such as brochures, position statements, the RIPI Guidelines, etc.)

Proactively assist the ACHA staff with developing educational awareness initiatives/programs to inform members about new vaccine developments.

Maintain close contact with ACHA's Association Liaison to the CDC Advisory Committee on Immunization Practices (ACIP) and continue to educate and make college health professionals aware of new vaccine technologies and the status of national vaccine policies.

Board Presidential Advisor

Consultation Services Board Advisor

The current charge of the Consultation Services Board Advisor is:

Provide advice to the Board of Directors and the ACHA national office staff as the national office continues to administer ACHA's Consultation Services and coordinates completion of client consultations.

Standing Committee

Annual Meeting Program Planning Committee

The current charge of the Annual Meeting Program Planning Committee is to:

Work with the ACHA staff to plan a high quality 2012 Annual Meeting for Chicago with a theme of *College Health: Architects of Change*.

Encourage submission and selection of programs that are multi-disciplinary in nature, reaching across sections for involvement.

Encourage each Section Program Planner to select one educational session on the special focus areas of *innovation* and *advocacy* for college health issues. Consider having one Presidential Session with a national speaker about the topic.

Work with ACHA staff to continue to improve efforts to train and consult with incoming program planners in an effort to have all submissions:

- be in compliance with the criteria of our accrediting bodies
- meet the needs expressed by section members
- meet the deadlines set by the ACHA National Office.

Encourage and make maximum use of Section needs assessments as you review programs for selection.

Encourage each Section Program Planner to solicit at least four programs to be included among the Section's selections for the annual meeting.

Emphasize inclusion and diversity as an essential part of the annual meeting program planning process. Connect with the Ethnic Diversity Coalition and Allies for LGBT Health Coalition to request recommendations on relevant issues and speakers. Please ensure that the annual meeting program is reflective of the celebrated diversity of ACHA and college health.

Standing Committee

Audit Committee

The current charge of the Audit Committee is to:

Facilitate communication between the American College Health Association's external auditors and the Board of Directors in connection with the Association's fiscal year audit and any other fiscal matters that may arise. Please coordinate all of your actions with the ACHA Treasurer.

Standing Committee

Bylaws Committee

The current charge of the Bylaws Committee is to:

Review ACHA Bylaws on an annual basis and make appropriate recommendations regarding changes.

Advise affiliates regarding by-laws issues and monitor affiliate by-laws for congruency with ACHA by-laws.

Standing Committee

Continuing Education Committee

The current charge of the Continuing Education Committee is to:

Continue work in supporting the Continuing Education activities and programs of the association.

Work with the ACHA staff to complete any future re-application, administrative or reporting requirements communicated to ACHA by its several accrediting bodies.

Work with ACHA staff to continue to assess and improve our efforts in outcomes measurement for CE activities.

Work with ACHA staff to continue to improve efforts to train and consult with incoming program planners for the ACHA Annual Meeting, as well as affiliate and institutional educational activities.

Standing Committee

Ethics Committee

The current charge of the Ethics Committee is to:

Continue work in advising the Association on understanding and resolving ethical issues.

Continue the promotion of ethical thought by regularly publishing an "Ethical Viewpoints" article in the *ACHA ACTION* Newsletter.

Continue to identify and pursue opportunities to provide ethics related continuing education and development to college health professionals. To that end, please prepare a written document that offers guidance to membership on the principles of ethical leadership and the definition of conflict of interest.

Review and identify multiple opportunities for engagement on ethical leadership and support for ethical decision making within the Association.

Work to establish a more visible and practical application presence to individual members, sections, committees, coalitions, task forces and affiliates.

Standing Committee

Finance Committee

The current charge of the Finance Committee is to:

Advise the Board of Directors on appropriate funding levels for all functions of the Association, as well as appropriate actions regarding ACHA's investments on an as needed basis.

Facilitate Board review of socially responsible investment options.

Standing Committee

Nominating Committee

The current charge of the Nominating Committee is to:

Present candidates for the 2012 national election ballot for the offices/positions of:

- President-Elect
- Treasurer (2 year term)
- Board of Directors Regional Representatives (2 year term)
 - Region I
 - Region III
 - Region V

Work with the ACHA staff to encourage and promote nomination of qualified members for these offices/positions.

Standing Committee

Resolutions Committee

The current charge of the Resolutions Committee is to:

Assist ACHA members by providing a vehicle for submission of resolutions for consideration by the Board of Directors and the Assembly of Representatives as specifically described in Article VII, Section 3, paragraph f of the ACHA Bylaws.

Task Force

Cultural Competency Skills Building Task Force

The current charge of the Cultural Competency Skills Building Task Force is to:

Develop a skill-building “toolkit” curriculum or guide that complements the ACHA Cultural Competency Statement. This could be accomplished through adaptation of an existing model/program or by creating curriculum based on literature review and input from Task Force members. The toolkit should include planning and assessment recommendations to assist strategic planning, benchmarking, consensus building (i.e., operationalizing the concept), implementation and outcome assessment.

Provide recommendations for introducing the toolkit to ACHA membership and instructing professionals on its use.

Accomplish this work over a two-year period, with the expectation that this would be available for the ACHA Board of Directors on or before February 1, 2014.

Task Force

External Funding Task Force

The current charge of the External Funding Task Force is to:

Review and evaluate from business, legal and ethical perspectives the continued potential and appropriateness for incorporating external funding (corporate, federal or foundation) into the ACHA strategic plan and operations. As an outcome please produce draft policies and procedures that could guide the organization in the future.

Encourage a diverse national task force reflecting the breadth and depth of our association that will guide us in the future.

Work closely with the ACHA national office staff regarding External Funding and its implications to the Association.

It is suggested that your task force review appropriate ACHA policies (1999-1 and 1999-2), past involvement by ACHA with external funding sources, other appropriate reference material, and conduct an initial review of similar national associations to gather data and study best practices with similar associations and their relationships with/to external funding.

Provide the BOD with progress reports in January and April as you undertake these tasks. As an ACHA task force, it is expected that your work will be completed by May 2012 or sooner.

Task Force

National College Depression Partnership (NCDP) Proposal Review Task Force

The current charge of the NCDP Proposal Review Task Force is to:

Review the proposal, submitted by Dr. Carlo Ciotoli, for the development of a collaboration between the NCDP, NYU and ACHA in terms of the potential for providing educational opportunities and programming to ACHA members on the topic of identification and treatment of students with depression.

Define the nature of the potential relationship including an evaluation of the possible benefit(s) of the partnership against the cost, in terms of time, money and resources.

Identify any potential conflicts of interest related to said collaboration.

Submit recommendations to the Executive Committee of the Board on or before May 15, 2012.

Task Force

Program Planning Task Force

The current charge of the Program Planning Task Force is:

Review the current Annual Meeting program planning process from a business, financial and process perspective. As an outcome, please make recommendations to the Board of Directors (BOD) for improvements to this process moving forward.

Carefully evaluate our present process and look objectively at best practices in this area.

Seek ways that the Association can improve the quality of programming at the Annual Meeting and connect it effectively to the needs of our membership.

Look for ways to develop membership skills related to the program planning process.

Work collaboratively with the national office staff in this process.

Provide the BOD with progress reports in January and April as you undertake these tasks. As an ACHA task force, it is expected that your work will be completed by May 2012 or sooner.