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**ASPN Committee Expectations**

**Timeline:**

**April/May**

ASPN Annual Meeting/ PAS

1. Chairs and/or co-chairs attend ASPN Council Meeting at PAS:

* Submit a written update and summary of accomplishments from prior year that will be used for the annual report.

1. Report at the ASPN Business Meeting at PAS
2. At the Committee Meeting at PAS Committees should formulate their 3 (minimum) goals for the year.

**June**

ASPN Summer Council Meeting

1. Submit a written report outlining goals that were established during the Committee meeting at PAS
2. Suggestion for new co-chair to begin term in July/August

**October/November**

Chairs and/or co-chairs attend ASPN Council Meeting at ASN:

1. Submit a written report on progress toward goals

**Responsibilities:**

1. Plan/lead in person Committee meetings at PAS and ASN.
2. Committee Chairs are welcome to join Council Calls at any time during the year if the needs arise, for feedback/questions or approval of something new. Council meetings are the second Friday of each month at 11am ET.
3. Committees are expected to meet via conference call 2-3 times a year. Once a date and time have been identified, notify the office to add to calendar/set up call.
4. Each Committee has a One Drive folder to house Committee documents for easy transfer from chair to chair.
5. Committee Chairs should use the committee member list in their shared folder for communications with committee members.
6. Committee Chairs are expected to attend an annual orientation to be held in August/September.
7. Committee Chairs must formally submit requests for webinars and member-wide communications utilizing forms provided.
8. The second Committee Co-Chair should help contribute content for ASPN communication channels including social media and ASPN Go.
9. Committee Chairs should utilize the ASPN Go Forums for committee communications.

**Committee Leadership Resource Access**

Every ASPN Committee webpage has a “Committee Leadership Resource” page linked to the bottom of each page. Access is restricted to only committee leaders, you must be signed in in order to access. Utilize this folder for the below items.

1. To add an update to KIDney Briefs or change the content of your website:  
   [Content Request Form](https://www.aspneph.org/communications-content-request-form/)
2. To request to host an ASPN webinar:  
   [Webinar Request Form](https://www.aspneph.org/aspn-webinar-request/)
3. Direct ASPN members to sign up for your committee:  
   [Committee Sign Up Form](https://aspneph.app.neoncrm.com/np/constituent/co/data/create.do?webFormId=1&coFormType=ind&) (you will first be directed to log in)
4. Access member lists:  
   Committee Leader SharePoint Folder

Committee member lists,   
Committee Chair reporting schedule,   
Committee Report template

**To access your Leadership Resource Folders, follow these instructions:**

1. Log in to the [ASPN website](https://aspneph.app.neoncrm.com/login?source=as&target=https%3A%2F%2Faspneph.app.neoncrm.com%2Fnp%2Foauth%2Fauthissue%3Fresponse_type%3Dcode%26client_id%3DPYGJ_D6kRdTeg6Vt46JF8a06Hu8_Ry07Pg40S_Ie_VsB9YKOKaeaI5LQPtORt578qV6n0amBgI4%26redirect_uri%3Dhttps%253A%252F%252Fwww.aspneph.org%252Fmembers-only)
2. Hover over the “Committees” tab to select your committee
3. Scroll down to the bottom of the page to find “Leadership Resources”
4. Click on the link provided to access (you must be logged in to access, this page is restricted to leaders of your committee only)

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**ASPN Committee Reporting Template**

**Date:**

**Committee Name:**

**Committee Chairs:**

**Council Liaison:**

**Meeting Dates:**

**Goals:**

**Activities/Progress towards Goals:**