



TEXAS J REGIONAL ADVISORY COUNCIL

PO Box 60028 • Midland, Texas 79711 • (432) 563-5554

www.texasjrac.org

Standard Operating Procedure

GENERAL SOP:	OPERATIONS of STANDING COMMITTEES
SOP NUMBER:	G # 2
SOP EFFECTIVE DATE:	9/98
SOP REVIEWED:	12/99; 2/04; 7/06; 6/08; 6/09; 8/10
SOP REVISED:	12/99; 2/04; 7/06; 6/08; 6/09; 8/10

SOP AUTHORITY STATEMENT:

As stated in the By-Laws in Article VIII.2 Annually, the Executive Committee, a Standing Committee, or an Ad hoc Committee shall, at a minimum, address the following issues and any other issues including an annual budget which are deemed necessary.

OPERATING PROCEDURE:

1. The Chairs of the Standing Committees shall perform the following:
 - 1.1 Develop goals for the committee
 - 1.2 Assign committee responsibilities
 - 1.3 Maintain attendance records and minutes of each committee meeting
 - 1.4 Identify resource people and materials specific to committee goals
 - 1.5 Maintain responsibility for the receipts and expenditure report for the committee budget.
 - 1.6 Notify the RAC Chair if unable to attend a scheduled committee meeting. Forward to the RAC Office the committee agenda and minutes. Designate a committee member to chair the meeting. If the designee is unable or unwilling to chair the committee meeting the RAC Chair will appoint a person to chair the committee meeting.
2. The Standing Committees should address at each meeting trauma and acute patient care issues across the age continuum.
 - 2.1 Agendas should include care of:
 - Pediatric
 - Trauma
 - Acute Myocardial Infarction – STEMI
 - CVA – Stroke
 - Geriatric
 - 2.2 Develop Standards, Protocols and Policies & Procedures.
 - Pediatric
 - Trauma
 - Acute Myocardial Infarction – STEMI
 - CVA – Stroke
 - Geriatric.