

## Publications Committee Charter Document

<p><b>Purpose</b></p>	<p>The Publications Committee provides oversight and recommendations regarding the definition, development and revision of the Society’s publications and advises the Board of Directors (BOD) on the format that is best suited for proposed clinical publications to help ensure consistency, effectiveness and optimal reach and impact of these resources. The Committee ensures the documents produced by writing groups are of high quality, consistent form and content, and accurate terminology to ensure successful publication. Furthermore, the Committee represents AMDA in cross society efforts for the development of joint publications as appropriate.</p>
<p><b>Ongoing Committee Activities / Committee Charges &amp; Strategies</b></p>	<p>The Publications Committee undertakes the following activities:</p> <ul style="list-style-type: none"> <li>• Define the role, format, and process for the development of each of AMDA’s publications. (See publications descriptions at end of document.)</li> <li>• Peer review completed publications for consistency, quality, and adherence to defined guidelines of the specific publication format.</li> <li>• Prioritize publications that require revisions and ensure there is a process to ensure publications are reviewed on a set schedule.</li> <li>• Respond to BOD requests for developing new or updated publications by identifying appropriate format and writing group to undertake the project.</li> <li>• Serve as a liaison to writing groups to ensure a consistent process and format is utilized for all AMDA publications.</li> <li>• Develop and implement an AMDA communications style guide that includes preferred terminology for use across all publications, communications, and marketing efforts.</li> <li>• Select writing group members, in partnership with AMDA staff, as needed.</li> </ul>
<p><b>Roles and Responsibilities</b></p>	<p>Chair</p> <ul style="list-style-type: none"> <li>• Help structure agenda for meetings.</li> <li>• Run an effective meeting to ensure involvement of committee members and the advancement of activities and charges.</li> <li>• Communication with the BOD liaison before and after each Board meeting to share updates from the subcommittee and to hear about new Board initiatives. Report back to the full committee on each discussion with the Board liaison.</li> <li>• Identify, mentor, and groom the next Chair of the subcommittee.</li> <li>• Assist with structure and selection of committee members.</li> </ul> <p>Vice Chair</p> <ul style="list-style-type: none"> <li>• Support the Committee Chair to ensure responsibilities are met in a timely manner.</li> <li>• Serve as interim Committee Chair in the absence of the Chair.</li> <li>• Recommend to the Governance Committee individuals to serve as the next Vice Chair.</li> <li>• Ascend to the position of Chair.</li> </ul> <p>Members</p> <ul style="list-style-type: none"> <li>• Be prepared and actively participate in all conference calls and meetings.</li> <li>• Work on projects as delegated by the Chair.</li> </ul>

<b>Workgroups and Other Committee Relationships</b>	<ul style="list-style-type: none"> <li>The Publications Committee collaborates with the Clinical Practice Steering Committee, Education Steering Committee, Public Policy Committee, and others as appropriate to identify publication priorities and assist with the creation of ad hoc writing groups (such as by recommending subject matter experts) as appropriate to develop specific resources as requested by the BOD.</li> </ul>
<b>Expected Commitment</b>	<p>The Publications Committee meets quarterly via conference call. Committee members are expected to review all agenda/materials prior to each meeting and attend the conference calls as scheduled. Participate in clinical and editorial review of publications as needed. Note, work may be time sensitive and require short-turnaround timeframes.</p> <p>The estimated quarterly time commitment is 5 hours.</p>

<b>Committee Composition</b>	<p>The Publications Committee is comprised of a Chair, Vice Chair, and up to 8 members.</p>
<b>Committee Terms</b>	<p>Committee members serve a term of two years, renewable for up to three terms (six years). The Committee Chair and Vice Chair each serve a two-year term and can be renewed for one additional term. Terms run April to March.</p>
<b>Selection/Appointment</b>	<p>Members are appointed by the President with input from the Committee Chair. The Committee Chair is selected by the President. Committee member selections are approved by the President.</p>
<b>Committee Requirements</b>	<p>Committee Members:</p> <ul style="list-style-type: none"> <li>Express desire to serve with a special interest in publications and education.</li> <li>Desire to advance the mission of AMDA.</li> <li>Ability to make the necessary time commitment.</li> <li>Must be a Society member in good standing.</li> <li>Must disclose all financial relationships on an annual basis.</li> <li>Ability to attend and actively participate in conference calls.</li> </ul> <p>Committee Chair:</p> <ul style="list-style-type: none"> <li>In addition to the above requirements, when possible, the Chair should have previously served as the Subcommittee Vice Chair.</li> </ul> <p>Committee Vice Chair:</p> <ul style="list-style-type: none"> <li>In addition to the above requirements, when possible, the Vice Chair should have previously served as a Subcommittee member.</li> </ul>

<b>Committee Members</b>	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Vice Chair</li> <li>• Members (recommend including a JAMDA editor and members of the Clinical Practice Steering Committee, Education Steering Committee and Public Policy Committee)</li> </ul>
<b>Staff Liaison(s)</b>	Erin O’Brien
<b>Board Liaison</b>	TBD
<b>Version</b>	11/6/2023

**The Committee oversees the following publication types:**

- **Clinical Practice Guidelines:** Clinical guidelines on topics unique to the PALTC setting developed with evidence obtained through a literature review as well as consensus opinion when research-based evidence is lacking.
- **Pocket Guides:** Brief guides that address recognition, assessment, treatment, and monitoring of clinical issues specific to PALT settings. Guides include tables and charts and are intended to be a quick reference resource for providers.
- **Best Practice and Consensus Statements:** Developed when research-based evidence is lacking, but available research and expert opinion are used to develop clinical guidance.
- **White Papers:** Developed by committees or ad hoc writing groups at the request of the board of directors to define a current problem and present possible solutions.
- **Position Statements:** 1–2-page document developed as needed to communicate the Society’s stance on new policy recommendations, federal government guidance, industry trends, etc.
- **Toolkits:** Collation of evidence-based resources and information on a specific clinical topic, such as COVID-19 Vaccines and Therapeutics