

Council of Pediatric Subspecialties

PROCESS FOR VETTING AND RESPONDING TO TOPICS

Any member or organization can raise an issue but all issues potentially requiring a response must be submitted to the Executive Committee.

All issues vetted should be sent to the Executive Director at info@pedsubs.org, either directly or through a member of the Executive Committee. The Executive Director will forward the issue to all members of the Executive Committee.

Determination of Priority status:

Sign-on letter: Approval by majority of Executive Committee responders, task force chair (as appropriate).

Topics/Issues: Executive Committee decides if the issue is deemed **critical/important**. Approval requires a simple majority. The Executive Committee will determine if the issue is a major policy requiring the participation of the Council.

For topics/issues, an Executive Committee member is assigned by the Chair (or designee) to mentor/champion the process. The expectation of the champion is to determine the most appropriate process for the issue and identify other Council members to participate in the process.

Considerations for the approach:

Who is affected?

Does anyone else need to be involved?

What methods are needed and available?

Conference call

Survey methods

Collated process

What is the timeline for the response?

Are there other organizations in which there can be collaboration?

Any final recommendations representing the opinions/positions of CoPS must be approved by the Chair (or designee) before distribution.

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