



## Member Responsibility Review RAC-R FYE 2017 (9/1/16 - 8/31/17)

1. Each member representative or alternate must attend at least **75%** of the scheduled General Assembly Meetings for fiscal year 2016-2017.
2. Each member representative or alternate must attend at least **75%** of the committee meetings of the committee to which he or she is assigned. Any staff member may represent the service or hospital at a committee meeting.
3. Each member must submit stroke/stemi data to the RAC on a **monthly** basis.
4. Each member must submit a new Membership Application & Registration Form and provide a phone number or numbers at which they and their designated staff as well as their Medical Director or Emergency Manager can be contacted at anytime during a declared emergency.
5. Each member acknowledges that they have read the membership SOPs and By-Laws of the RAC.
6. Each member will complete and submit an annual needs assessment with the membership packet.
7. Each EMS member must complete and submit a Protocol Affidavit, Adult Pre-Hospital Triage Form and Trauma Systems Plan signature page completed by the Medical Director for the service prior to the August 31, 2016 deadline.
8. Each Hospital must complete and submit the Medical Director Signature page from the Trauma System plan indicating they have read and understand the plan.
9. Each member must pay membership dues. Checks must be made payable to: ***East Texas Gulf Coast Regional Trauma Advisory Council and must be received on or before November 15, 2016 to maintain eligibility requirements.***
10. Each member understands that failure to complete all aspects of the membership process to include annual submission of all documentation described above, attendance requirements as described above and submission of data as requested above will place their agency/facility in jeopardy of receiving grant funds.

I have read the RAC Responsibility Review Form and understand the requirements for maintaining RAC membership. I understand all paper documentation is due to the RAC office on or before August 31, 2016. All packets or incomplete packets received after August 31, 2016 will result in loss of credit for participation for the September 2016 General Assembly and Committee Meetings.

Membership dues must be received by the RAC office on or before November 15, 2016. Membership dues received by the RAC office after the deadline will result in loss of participation for the December 2016 General Assembly and Committee Meetings.

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RAC Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Organization