



## East Texas Gulf Coast Regional Trauma Advisory Council Standard Operating Procedures

**Subject:** Standing Committees

**Level:** Council

**Authorization:** RAC Board of Directors

**Effective Date:** April 13, 2009

### **Policy: Standing Committees**

The following Standing Committees shall report to the Board of Directors. Recommendations from each Standing Committee shall be considered by the Board of Directors in formulating the Boards subsequent recommendations to the members of the General Assembly.

1. **Patient Care and Transportation Committee** - Responsibilities include review, evaluation and protocol development related to accessing the trauma system, pre-hospital care, communications and dispatching, and field triage. Also includes protocol review, evaluation and development related to facility triage, diversion and bypass criteria, and inter-facility transfers.
2. **Disaster & Communications Management Committee** - Responsibilities include review, evaluation and protocol development for mass casualty incident planning that addresses a systems approach including all care providers and including making recommendations for improving RAC wide communications and carrying out regular testing of existing RAC Communications systems. In addition, the committee will be responsible for overseeing and integrating electronic communications systems such as EMSsystem, EMTrack, EMCredential and WebEOC into the RAC-R Trauma System.
3. **Injury Prevention & Education Committee** – Responsibilities include reviewing the injury prevention strategies in place and making recommendations to the Board of Directors and general assembly for increasing injury prevention programs in the RAC as well as the identification, assessment and promotion of professional education and continuing education opportunities for pre hospital and hospital providers.
4. **Critical Care Committee** – Responsibilities include the development and review of standards for the care of critical patients such as stroke, cardio, pedi, and patients transported by air medical services. Also includes devising RAC wide systems for applying state or nationally recognized designation standards for stroke or other specialized care to RAC area hospitals.
5. **Bylaws Committee** – The Chair of the Bylaws Committee must be held by a member of the Board of Directors. Responsibilities of the committee include consideration of amendments and/or revisions to the Bylaws. Proposed change

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to the Bylaws approved by the Bylaws Committee shall be recommended the Board of Directors. The Bylaws Committee shall be a standing committee but shall meet as deemed necessary by the committee chair or the Board of Directors to carry out its designated responsibilities.

6. **Finance Committee** – Responsibilities include reviewing the budget requests from each standing committee, and any ad hoc committees which may submit such request, at the beginning of each fiscal year; recommending a proposed annual budget for the RAC and submitting it to the Board; and other tasks as assigned by the Board or RAC Chair. The committee shall be composed of members of the RAC Executive Committee and the Chairs of each of the standing committees. The chair of a standing committee may appoint one member of his/her committee as back-up representative to the Finance Committee. The Finance Committee shall be a standing committee, but it shall meet only as needed to carry out its responsibilities.

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Ron Schmitz, RAC Chair

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Linda Bennett, Bylaws Chair