

American Academy  
for Cerebral Palsy and  
Developmental Medicine



**Committee Participation Requirements**

**Committee Participation**

- Review all relevant material before committee meetings
- Attend committee meetings and be engaged
- Pay attention to activities that affect or are affected by the committee's work
- Support the efforts of the committee chair
- Complete individual assignments on time
- Work as part of the committee to ensure that the committee's work and recommendations are in keeping with AACPDM's mission and goals

**Insufficient Participation**

- A variety of circumstances might contribute to insufficient participation on committee activities. Insufficient participation includes:
  - Inadequate attendance/participation in conference calls/committee meetings: Cannot miss more than 1 call/meeting out of 3. (Members should notify the chair if unable to attend a conference call/meeting)
  - Non-completion of assigned tasks
- Anyone unable to fulfil the obligations of the committee membership due to insufficient participation, may be excused by the Chair of the committee to make room for another member. The member will receive written notification from the Chair to relieve them of their responsibilities.
- If a committee member is rotated off a committee, they are eligible to submit a new nomination for service on a committee after a one-year period.