



**ASSOCIATION OF AMERICAN MEDICAL COLLEGES
COMPLIANCE OFFICERS' FORUM
STEERING COMMITTEE ROLES AND DUTIES**

Steering Committee Composition and Terms – Three chair officers (Chair, Chair-Elect, and Immediate Past Chair), and minimum of four but no more than seven at-large members. Representation of the role-based compliance community (hospital, physician, privacy, and research) and geographic distribution will be normatively balanced by the nominating committee and AAMC Staff to ensure COF Leadership reflect the priorities and perspectives of the AAMC compliance community.

The Chair Officer term totals three years, progressing in each chair position role for one year. Chair Officers are limited to one term. At-large member terms are for two years, with the opportunity for a maximum of serving two consecutive terms.

The Chair-elect will have served on the COF Steering Committee as an at-large member for at least one year.

CHAIR: The Chair presides at COF Steering Committee meetings, held via monthly conference calls, and represents the COF to the AAMC leadership. Other responsibilities include convening COF ad hoc working groups, and planning the COF annual business meeting, to be held during the Annual Membership Meeting or during a virtual Townhall. Additionally, the Chair, in consultation with AAMC Staff, plans and presides over a COF Steering Committee retreat, generally held in the winter quarter.

Planning conference calls for the monthly steering committee calls and other activities will be arranged by AAMC Staff to include the three COF Chair Officers.

The Chair convenes the nominations committee.

The Chair will attend a subset of the topic-based track calls, at his/her discretion, and recruit, mentor, monitor the call leaders with an eye to future COF leadership.

CHAIR-ELECT: The Chair-elect assists the Chair and presides at COF business meetings in the absence of the Chair. The Chair-elect, on occasion, will be invited to attend AAMC funded external meetings.

Planning conference calls for the monthly steering committee calls and other activities will be arranged by staff to include the three COF Chair Officers.

The Chair-elect will attend a subset of the topic-based track calls, at his/her discretion, and recruit, mentor, monitor the call leaders with an eye to future COF leadership.

IMMEDIATE-PAST CHAIR: The Immediate-past Chair sits on the Steering Committee in an ex officio capacity and attends the monthly conference calls, the associated planning preparation calls, the Annual Membership Meeting (in-person or virtual), and consults on the program planning committee, as well as selected topic-based track calls, as appropriate, with responsibilities to recruit, mentor, and monitor the call leaders with an eye to future COF leadership.

STEERING COMMITTEE MEMBERS-AT-LARGE:

Members at-large attend the standing steering committee monthly conference calls and other COF activities as convened by the chair. Responsible for executing the COF agenda, as advised by COF leadership, AAMC Staff, and general membership. Responsibilities include heading working groups, providing feedback and input during the COF Annual Membership Meeting, and facilitating COF program sessions, as designated by COF Officers and Staff.

GENERAL EXPECTATIONS AND ACTIVITIES OF ALL COF STEERING COMMITTEE MEMBERS:

All members of the COF Steering Committee are responsible for promotion of COF within his/her professional network and for recruiting future COF leaders.

COF Chair Officers and Steering Committee members are expected to participate fully in monthly steering committee calls, in-person or virtual retreats, the community tracks calls associated with their institutional role, and the COF Annual Meeting.

The work of the Steering Committee will encompass the following activities:

- Review effectiveness of activities in fulfilling COF's mission;
- Coordinate with Program Planning Committee for annual membership meeting;
- Collaborate with AAMC staff for biennial Activities Survey;
- Provide oversight of Community Track Call Committee; and
- Collaborate with AAMC Policy and Regulatory Staff.

As COF Leadership, members are expected, working in coordination with the Program Planning Committee, to develop content, recruit speakers, solicit session proposals submissions, promote registration, and participate as presenters or facilitators in support of the COF Annual Meeting.

COF Steering Committee members are responsible for self-funding their full attendance at the COF Annual Meeting. AAMC convened stand-alone in-person meetings of the steering committee are funded by the AAMC.