

### Policy Committee Charter: 2021-2022

<b>Purpose</b>	Serves to inform and influence the development of local, state, and national policy initiatives relevant to integrative medicine and to keep Academic Consortium members apprised of important developments through community efforts.
<b>FY21-22 Goals &amp; Strategies</b>	<ol style="list-style-type: none"> <li>1. Establish the Policy Roundtable to ensure continued member and partner collaborations. The Policy Roundtable will be open to all interested members. The Roundtable will host 4-5 roundtable meetings per year on relevant topics.</li> <li>2. Identify and propose strategic areas of policy development and relevant partnerships for the Board to consider by October 31, 2021.</li> <li>3. Draft letters, public comments, and recommendations for policy change as needed.</li> <li>4. Serve as a resource for Academic Consortium members and provide policy education to members including: <ol style="list-style-type: none"> <li>a. Coordinating a policy presentation for at least one Grand Rounds session.</li> <li>b. Exploring policy related workshops for members; include call to action.</li> </ol> </li> </ol>
<b>Leadership</b>	The leadership of the Policy Committee consists of two co-chairs, the chair of the IM Administrators SIG, and one board liaison.
<b>Responsibilities of Members</b>	<ul style="list-style-type: none"> <li>• Participate in regular Committee meetings.</li> <li>• Participate in regular Policy Roundtable and IM Administrators SIG meetings.</li> <li>• Complete assignments agreed upon with Chairs.</li> <li>• Regularly provide input and new ideas for Committee activities.</li> </ul>
<b>Eligibility of Committee members</b>	<ul style="list-style-type: none"> <li>• Members must work or study at a member institution.</li> <li>• Members should have an interest in policy issues with preference given to members with policy experience.</li> <li>• Non-member experts may be invited to participate on specific SIG calls or as appropriate.</li> <li>• Enjoy working collaboratively.</li> <li>• Individuals from all professional disciplines are encouraged to apply.</li> </ul>
<b>Record Keeping</b>	<ul style="list-style-type: none"> <li>• Minutes will be kept for all regular Committee meetings and placed in the Committee media center within Consortium Connect.</li> <li>• Monthly/bi-monthly SIG sessions will be recorded and kept on the SIG media centers within Consortium Connect.</li> </ul>
<b>Decision Authority</b>	<ul style="list-style-type: none"> <li>• Policy Committee has the authority to gather data, make recommendations, draft public comments on behalf of the Academic Consortium in collaboration with the Board.</li> <li>• Official statements from the Academic Consortium must be approved by the Board of Directors.</li> <li>• The Policy Committee may sign onto policy letters with the approval of the Policy Co-Chairs, Board Chair, and Board Vice Chair.</li> <li>• Projects requiring organizational resources must be approved by the Board of Directors.</li> </ul>
<b>Decision Making</b>	The Policy Committee will seek to make decisions through consensus. The Chair and Vice Chair will make diligent effort to engage all Policy Committee members in decisions. In the case a decision is necessary for timely progress and consensus is not achieved, the Chair may call for a group vote and record a decision along with any objections. Decisions of the group should be presented to the Board Liaison for Board review and final approval.
<b>Anticipated Commitment</b>	Two to four hours per month including a monthly Committee meeting with additional time based on project involvement.