



Coastal Bend Regional Advisory Council On Trauma Service Area – U, Inc. (CBRAC)

Standard Operating Procedure (SOP)

SOP Title: CBRAC Standing Committees

SOP Number: CBRAC SOP - V

SOP effective Date: January 22, 2025

SOP Reviewed/Revised:

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ARTICLE I: STANDING COMMITTEES

Standing committees will be comprised as outlined in CBRAC Board of Directors SOP Addendum A. Each member of the organization will join a standing committee to which participation requirements are linked. Committee chair requirements are outlined in Addendum A, CBRAC Standing Committees SOP, CBRAC SOP – V.

ARTICLE II: FINANCE/BUDGET COMMITTEE

The Finance/Budget Committee shall be comprised of the Executive Board and the CBRAC Executive Director/CEO. The Finance/Budget Committee shall conduct meetings with the same rules as other committee/meetings outlined in the bylaws or SOP, except that it shall meet only as often as necessary to accomplish its purposes, functions and duties. The purposes, functions and duties of the Finance/Budget committee shall be as follows:

- A. Receive recommendations from the membership, committees, subcommittees and working groups regarding the budget and grants.
- B. Make recommendations to the Board regarding the budget each year or more often as specified in the grant or other funding source requirements of laws.

ARTICLE III: AD-HOC COMMITTEES

The Chair may appoint Ad-Hoc committees, which shall have and may exercise such powers as conferred or authorized by an approved motion of the Board. A majority of the members of any such Ad-Hoc committee may determine its action and fix the time and place of its meeting unless the Board otherwise directs. The Board by affirmative vote shall have the authority at any time to change the responsibilities and composition or dissolve any Ad-Hoc committee.

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ADDENDUM A

Coastal Bend Regional Advisory Council
Trauma Service Area U, Inc.

Committee Chair Requirements and Duties for Standing Committee Chairs

Term of Office:

Committee chairs shall hold office for a period of two (2) years, or until their successors are elected and qualified as provided in the CBRAC bylaws.

Committee Chairs will:

- Serve as a resource for the region in the chairs specified area of expertise and make referrals as necessary.
- Facilitate committee activities. Standing Committees will meet a minimum of six times annually.
- Meet as needed with the Executive Director to discuss needs. This can be done in person, via phone or email.
- Serve as liaison between committee, Board and General Membership. Contribute to Board and General Membership agendas, as appropriate.
- Read and respond to all material/information distributed by the Board or Executive Director.

Conducting Committee meetings:

Before the first committee meeting, meet with the previous Chair, if appropriate, to discuss ongoing projects of the committee.

- First committee meeting: Assign a representative from their respective committee to serve in their absence.
- Beginning of fiscal year: Set goals based on previous projects, needs assessments, and performance improvement findings.
- Create a committee agenda before the meeting. Send to committee members and copy the CBRAC staff.
- Chairs are responsible for taking minutes at all committee meetings. This may be delegated to a committee member at each meeting if appropriate. Approved minutes

should be sent to CBRAC staff within five days of approval. Minutes will be retained at CBRAC office as a permanent record.

- Attendance records will be sent to CBRAC staff within 5 days of the meeting.
- If the chair is unable to attend a committee meeting, they should notify their representative three business days before the meeting and ensure that they have all the necessary information to run a productive meeting.
- Requests and suggestions made during a committee meeting, if they have merit, will be brought before the Board and then General Membership for discussion, approval and/or implementation.
- Complaints are handled during the committee meetings and attempts to resolve them are made in the committee. If a satisfactory decision by all parties cannot be achieved, the matter is brought before the Board to resolve the issue.

Committee specific requirements:

1. **Pre-Hospital**
 - a. Yearly review of all regional CBRAC protocols and plans.
2. **Trauma Systems**
 - a. Yearly review of all regional CBRAC protocols and plans.
 - b. Collect data that is required to properly analyze trends and take corrective actions.
 - c. Assist entities seeking Trauma Designation.
3. **Stroke/Cardiac Systems**
 - a. Yearly review of all regional CBRAC protocols and plans.
 - b. Collect data that is required to properly analyze trends and take corrective actions.
4. **Performance Improvement (PI)**
 - a. Collect Trauma, Stroke, STEMI, and Perinatal data and analyze to establish trends or areas where improvement is needed. Take corrective action to ensure performance improvement.
 - b. Receive all PI complaints or concerns brought by the Board, committees, or general membership.
 - c. The Committee Chair will convene unbiased, appropriate individuals to review each complaint/concern when presented. The Committee will gather input, analyze data and information received and make recommendations and actions to be take