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Executive Review Committee (ERC)

REPORTS TO: Board

COMPOSITION: Chair (appointed by President of SHM)

4-8 members at large

TERMS: Chair shall serve for two years, with possible reappointment once (maximum 4

years). Members shall serve for one year, with possible reappointment up to four

(4) times (maximum 5 years).

All terms begin and end one week prior to the Annual Meeting.

CHARGE:

The Charge of the Executive Review Committee will be to oversee SHM's Conflict of Interest Policy. The ERC will also serve as the review and appeals committee for concerns about any SHM members' potential conflicts in fulfilling their duties and responsibilities to SHM and hospital medicine.

GOALS:

- 1. Develop a process for annual Conflict of Interest review specifically for Board and key committee chairs and senior staff
- 2. Review and update Conflict of Interest forms and procedures
- 3. Be available for appeals to SHM about Board, committee, or member conduct

RESPONSIBILITIES:

Chair

- With assistance from staff, develop the agenda for meetings
- Assign responsibilities for committee members
- Set deadlines for completion or update of committee activities
- Present reports and recommendations to the Board of Directors
- Communicate to the entire committee on actions and decisions of the SHM Board
- Coordinate meeting dates with staff
- Oversee the development and approval of minutes

Committee Members

- Attend and participate in all committee meetings and teleconferences
- Prepare for meetings by reviewing agenda and reading any background materials
- Actively participate on committee listserv
- Complete all assignments in a timely fashion