

# **AABB**

## **Committee Quality System Essentials (QSEs)**

**REFERENCE: Association Policy 1.1.3 Committees** “The Board shall establish committees in conformance with the provisions of the Bylaws.”

The AABB committee structure includes AABB Board of Directors-appointed committees and their various parts, work groups, AABB Representatives to other organizations, AABB’s editorial board, AABB representatives serving on multiorganizational task forces, and other Board-appointed AABB volunteer leaders. This group is collectively referred to as “committees” in this document and the AABB and Board QSEs. The AABB committee structure also includes the coordinating committees, which are elected by the members of their respective sections. Neither the committees established by the Board to address its internal business, nor the boards of the National Blood Foundation are addressed in this document, although many of the following policies are applicable to their operations (see the respective Board QSEs/policy manuals).

### **1.0 ORGANIZATION**

The AABB shall define and document the parties responsible for fulfillment of the AABB’s purpose and the relationship of individuals responsible for key quality functions. (Association Policy)

#### **1.1 Executive Management**

The Executive Management shall be the AABB Board of Directors (Board) and the Chief Executive Officer (CEO). Executive Management shall have the duties defined in the Bylaws (Chapter VI, Board of Directors, and Chapter VIII, Management) and responsibility and authority for AABB compliance with Bylaws. Executive Management shall participate in management review of the AABB quality system and have the authority to establish or make changes to the AABB quality system. (Association Policy)

#### **1.1.3 Committees**

The Board shall establish committees in conformance with the Bylaws. (Bylaws Chapter IX)(Association Policy)

##### **1.1.3.1 Quality Responsibilities**

The AABB committee structure shall clearly define and document the parties responsible for carrying out directives from the AABB Board of Directors and the relationship of individuals responsible for key quality functions.

##### **1.1.3.2 Councils**

The Councils of the Board shall oversee and monitor committee activities. Council members shall be assigned to specific committees.

##### **1.1.3.3 Reports to the Board**

Committees shall report regularly to the Board. Forms, due dates, and guidelines for preparation of reports shall be provided to all chairs at the time of appointment. (See Guidance Document)

#### **1.1.3.4 Committee Structure and Definitions**

Committees shall be defined in accordance with the Bylaws.

**1.1.3.4.1 Program Committees** serve as umbrellas for a group of related activities and are long-term activities.

**1.1.3.4.2 Work Groups** address and/or serve as advisors to staff for short-term critical issues, usually internal to the Association.

**1.1.3.4.3 Inter-Organizational Task Forces** address issues and projects of interest to the blood banking and transfusion medicine community at large and consist of representatives from the various organizations representing the community, and regulatory agencies as appropriate.

#### **1.1.3.5 AABB Representatives to Other Organizations**

The Board shall establish representatives with other organizations are established when the Board determines it is in the best interest of the Association to establish or maintain working relationships with other professional organizations.

#### **1.1.3.6 Committee Personnel**

The Board in conformance with the Bylaws shall define committee personnel categories, qualifications responsibilities and terms of service. Processes for solicitation, identification and appointment of committee personnel shall be established in accordance with Board policies.

#### **1.1.3.7 Terms**

All terms are one year and begin and end at the Annual Meeting, except as provided in the Bylaws and Board policy. (See Guidance Document)

##### **1.1.3.7.1 Ad Hoc**

The term of service for members of work groups and task forces is for the length of time that is required to complete the assigned task(s).

#### **1.1.3.8 Compliance with Association Policy**

Committee members must agree to comply with Association policies and codes governing volunteer activities prior to appointment. Committee members shall be provided with copies of all relevant policies prior to acceptance. Annual acceptance of these terms shall be reported. Members of committees with oversight responsibility for AABB programs shall be provided copies of any codes and policies specific to their respective activities.

### **1.1.3.9 Qualifications for Committee Service**

#### **1.1.3.9.1 AABB Membership Requirements for Committee Appointment**

Only active individual members of the Association, with the exception of public members, consultants, representatives to other organizations and work group or task group personnel shall qualify for committee membership. The Board may also approve exceptions to this policy in cases where an individual possesses expertise critical to a committee. AABB Emeritus Members are not eligible for membership on AABB committees.

#### **1.1.3.9.2 Service on More Than One Committee (Two-Committee Rule)**

No AABB member may serve on more than two committees simultaneously, including CTSCC and TMSCC. Service as a liaison, consultant, ex-officio member or correspondent member, or membership on a task force, work group, NBF, or the Nominating Committee shall not be considered when applying the two-committee rule. The President, with the approval of the Board, may make exceptions to this policy when a committee member possesses special expertise.

#### **1.1.3.9.3 Board Member Service on Committees**

Board Members shall not be appointed to Association committees. Incoming Board members will be required to resign their committee appointments upon election to the Board, except that Board members shall not be disqualified from service on committees of the Board, work groups and task forces, the National Blood Foundation Board, the NBF Research and Education Trust Board, or when the Board determines that the individual possesses expertise vital to the accomplishments of a committee's purpose and charges. With the exception of the CTSCC and TMSCC Committee chairs who sit on the Board, members of the CTSCC and TMSCC elected to the Board of Directors are required to resign the CTSCC and TMSCC positions.

### **1.1.3.10 Committee Personnel**

**1.1.3.10.1** The committee **chair** shall provide the leadership necessary to accomplish the committee's charges. (See Guidance Document.)

**1.1.3.10.2** Committee **members** carry out the tasks of the committee as assigned by the chair. Members are selected on the basis of the individual qualifications and ability to contribute to the accomplishment of the committee purpose and charges.

**1.1.3.10.2.1 Ex-Officio** members are individuals who are members of a committee by virtue of their offices or other

volunteer positions in the Association, which determines their term of service on the committee. They have the same voting rights as regular committee members.

**1.1.3.10.2.2 Public** members are representatives from the public sector who participate in certain committee activities as public representatives. A public member may be a patient, patient advocate, member of a constituency group not represented in the AABB, or any individual representative of a defined sector of the public. Public members will be considered by the Board when AABB would benefit from the unique perspective of the public on certain issues before the committee.

As determined appropriate by the committee chair, public members will be included in conference calls and meetings, copied on committee materials and correspondence, and agree to be bound by the AABB Code of Ethics. Public members have the same voting rights as regular members. Unless otherwise approved by the Board, public committee members may not serve as chairs. Exceptions include the public members of the NBF Board of Trustees who are eligible to vote and may serve as vice chair and chair of the Board of Trustees.

Public members are not required to be individual members of the AABB.

#### **1.1.3.10.3 Consultants**

Committee consultants are appointed when a committee requires the services or advice of an individual with special expertise not present on the committee. The invitation to participate in committee activities shall come from the committee chair. Consultants have no vote.

#### **1.1.3.10.4 Liaisons from Other AABB Committees**

Liaisons between committees shall be established as required to facilitate coordination between committees with common charges. The chair of the committee being requested to provide the liaison generally will be appointed to fill the position, but a committee member may be selected by the chair, with the approval of the Board. The liaison shall have no vote.

#### **1.1.3.10.5 Representatives From Other Organizations**

Representatives to AABB committees from other organizations are established when the Board determines it is in the best interests of the Association. The appointing organization shall identify its representative and shall be responsible for expenses incurred by its representative unless otherwise approved by the Board at the time of appointment. The invitation to participate in committee activities will come from the

committee chair. The individual serving as liaison shall have no vote.

#### **1.1.3.11 AABB Representatives to Other Organizations**

The Board may appoint individual AABB members to serve as AABB Representatives to Other Organizations. These representatives with other organizations are established when the Board determines it is in the best interests of the Association to establish or maintain working relationships with other professional organizations. Recommendations for these representatives from AABB may originate from other organizations or from AABB.

#### **1.1.3.12 Purpose and Charges**

Committees are created by the Board to achieve certain objectives, which are set forth in general terms in the committees' purposes, and specifically stated in the charges. Committees shall comply with processes established by the Board for the identification, development, assignment, and monitoring of charges, for the evaluation of charges outcomes, and for review and approval of committee products and reports. Committee charges shall utilize consistent terminology in describing required activities, and desired outcomes. (See Guidance Document)

##### **1.1.3.12.1 Types of Charges**

Committees may receive charges related to the committee's purpose and resource charges related to general association activities.

### **1.2 Quality System**

Committees shall operate in a manner consistent with the AABB and Committee QSEs, as approved by the Board. The quality representative for committees shall be a member of the AABB Executive Office.

### **1.3 Policies, Processes, and Procedures**

The AABB shall develop and implement policies, processes, and procedures to ensure that all requirements established by the AABB are satisfied. All such policies, processes, and procedures shall be in writing or captured electronically and shall be followed. All critical processes and procedures shall be validated prior to implementation.

#### **1.3.1 Committees**

Quality and operational policies, processes, and procedures shall be developed and implemented in accordance with AABB policy, to ensure fulfillment of committee purposes and accomplishment of charges as established by the Board. All such policies, processes, and procedures shall be in writing or captured electronically and shall be followed.

## **2.0 RESOURCES**

There shall be a process to ensure the provision of adequate resources to perform, verify, and manage all activities in the AABB.

## **2.1 Human Resources**

### **2.1.2 Volunteer Training**

The AABB shall have a process for identifying the need for and providing Board, staff and committee training. (Association Policy)

### **2.1.3 Competence**

Evaluation of Board, volunteer and staff competence shall be performed at specified intervals. (Association Policy)

**2.1.3.1** The chair and Board, as part of the Transition Renewal Process (TRP) committee review and evaluation process, shall evaluate committee personnel annually.

### **2.1.4 Compensation and Benefits**

#### **2.1.4.2 Reimbursement of Expenses**

Board member, committee member and staff expenses incurred in carrying out their AABB duties shall be reimbursed in accordance with AABB reimbursement policy. (Association Policy) (See Guidance Document)

##### **2.1.4.2.1 Representatives from Other Organizations**

Expenses for representatives from other organizations shall be covered by the appointing organization, except as approved by the Board.

##### **2.1.4.2.2 Consultants to AABB Committees**

Consultants are reimbursed in accordance with AABB reimbursement policies for committee members and do not receive professional fees, except as approved by the Board.

**2.1.4.2.3 AABB Representatives** to other organizations shall be reimbursed in accordance with AABB reimbursement policy and Board instructions to the representative.

### **2.1.5 Staff Liaisons**

The CEO shall be responsible for assessing staff support requirements for the Board and committees, in consultation with the President, and assigning staff for that purpose as provided for in the Association budget. (See Guidance Document.)

## **2.2 Finance**

### **2.2.1 Fundraising Activities and Disbursements**

Fundraising activities for AABB projects and programs shall be coordinated through the National Blood Foundation, in accordance with AABB program and fundraising priorities as approved by the AABB Board of Directors. (Association

Policy)

### **2.3 Budgets**

The CEO shall develop AABB budgets in accordance with guidance provided by the Board. The Board shall approve all budgets. (Association Policy)

#### **2.3.1 Committee Budgets**

All committees shall be provided an annual board-approved budget to facilitate fulfillment of their charges. Committee budgets cover committee meetings and conference calls and the associated costs of postage, copying and supplies. Senior staff may approve requests for funds to cover unbudgeted activities up to \$5000 during the fiscal year. The Board shall approve any requests for funds over \$5000 for unbudgeted activities during the fiscal year.

#### **2.3.2. AABB Representative Budgets**

AABB Representatives to other organizations are provided board-approved budgets as appropriate for their assigned activity.

### **2.5 Legal, Legislative, Regulatory**

#### **2.5.1 Contracts on Behalf of AABB**

The President, as specified by the AABB Bylaws and the Board of Trustees, is authorized and empowered to execute, in the name of AABB or any of its entities, any contract, grant, agreement, lease, report, application, memorandum of understanding or agreement, or other instrument in connection with the operation of AABB.

No member of the Association other than the President, CEO or his or her delegate may enter into a contract on behalf of the Association. Individuals, other than the President, who are not AABB employees may not be granted contractual authority. Contractual delegations may be reviewed and reissued or modified at any time. Contractual authority is reviewed when an employee changes positions or is reclassified. An employee's contractual authority is automatically rescinded upon termination from AABB. (Association Policy) (see guidance document)

#### **2.5.2 Indemnification**

The AABB shall indemnify Board members, committee members and staff in conformance with the AABB Bylaws. (Association Policy)

#### **2.5.3 Contact from Attorneys**

Board members, committee members and staff shall inform the General Counsel of any legal matters or potential litigation in connection with their AABB activities or position with the AABB. (Association Policy)

#### **2.5.4 Policy on AABB Compliance with Antitrust Laws.**

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AABB shall comply with all federal antitrust laws. (Association Policy) (See Guidance Document)

### **2.6 Meeting Services**

Board and committee meetings shall be scheduled in conformance with AABB meeting services policies. (Association Policy)(See Guidance Document)

### **3.0 EQUIPMENT**

The AABB shall identify equipment that is critical to the provision of products and services. The AABB shall have a process to ensure that this equipment is maintained and controlled. The CEO shall be responsible for the development, validation, and implementation of the required policies, processes and procedures. (Association Policy)

### **4.0 SUPPLIER AND CUSTOMER ISSUES**

The AABB shall have a process to evaluate whether providers of critical materials and services can consistently meet agreed upon requirements. The CEO shall be responsible for the development, validation, and implementation of the required policies, processes and procedures. (Association Policy)



## **5.0 PROCESS CONTROL**

The AABB shall identify, plan, and validate the processes and procedures that affect the quality of the products and services provided by AABB. The AABB shall ensure that these processes and procedures are carried out under controlled conditions. The CEO shall be responsible for the development, validation, and implementation of the required policies, processes and procedures. (Association Policy)

### **5.3 Conflicts of Interests**

The affairs of the AABB shall be conducted with concern for the avoidance of any real or apparent conflict of interest on the part of its directors, officers, committee chairs and management employees.

Members of the AABB should make known to the appropriate person (usually the president) a conflict of interest that they might have on any matter under consideration by a group in which they participate.

Members who have a conflict of interest on a matter, which comes to vote, shall not vote on any motion which involves the matter. (Association Policy) (See Guidance Document).

### **5.4 Appeals**

The AABB shall establish and maintain an appeals protocol to govern the resolution of individual or institutional disputes resulting from actions of committees administering programs on behalf of the Association. All appeals protocols shall be approved by the Board. (Association Policy) (See Guidance Document)

### **5.5 Association Planning**

The Board shall develop and maintain the strategic plan for the Association. (Association Policy)

#### **5.5.1 Yearly Action Plan**

On an annual basis, the President-elect, in coordination with the CEO, shall identify specific initiatives for consideration by the Board to continue implementation of the strategic plan in the coming Association year. These approved initiatives shall serve as guidance in setting committee directions and developing the Association's action plan and operating budget. (Association Policy)

### **5.6 Communications**

#### **5.6.1 Representing the AABB**

Individuals acting on behalf of the AABB shall accurately represent AABB's policies and positions as approved by the Board. Media inquiries shall be coordinated with the AABB Office of Public Relations. (Association Policy) (see guidance document)

#### **5.11 Publications**

### **5.11.2 Intellectual Property/Original Works**

All data and documents (including, but not limited to data analyses, committee reports, manuscripts and publications) are works for hire and owned by the AABB. With the input of committee members or participants in other AABB-sponsored projects, AABB shall determine where such data and documents are to be published. AABB copyright shall be noted on all publications.

**5.11.2.1** Authors shall warrant that their work is not libelous or an infringement of third-party copyright. Written permission to use material from other sources, including AABB sources shall be obtained.

**5.11.2.2** Unless otherwise stated reproduction or translation of AABB materials requires the advance written approval of must be in writing and must comply with AABB program policies. (Association Policy)

## **5.14 Meeting and Conference Calls**

### **5.14.1 Participation**

All agendas shall include a review of AABB's data policies, and the policies on Compliance with Antitrust Laws and Conflict of Interest. Meeting participants who are unable to comply with the policies shall be excused from the meeting.

### **5.14.2 Attendance**

A committee member is expected to participate in the conference calls and meetings of the committees to which he or she accepts appointment. If a member leaves a meeting before the previously published time of adjournment without the permission of the committee chair, expenses for that day and the previous night's lodging shall not be reimbursed.

#### **5.14.2.1 Committee Meetings at the Annual Meeting**

Committee members shall not be penalized for not attending committee meetings held during or in conjunction with the Annual Meeting, unless attendance was a condition of appointment.

#### **5.14.2.2 Attendance of Non-Committee Members at Committee Meetings**

Attendance at committee meetings shall be by invitation only and is limited to committee members, except as approved by the Board. Committee members, other than liaison members, shall not send delegates to committee meetings.

## **6.0 DOCUMENTS AND RECORDS**

The AABB shall have policies, processes and procedures to ensure that documents are identified, reviewed, approved and retained and that records are created, stored and archived in accordance with record retention policies. The CEO shall be responsible for

the development, validation, and implementation of the required policies, processes and procedures. (Association Policy) (See Guidance Document)

## **6.1 Documents**

### **6.1.1 Committee Charges**

Committee purposes and charges shall be maintained in a word processing file at the National Office and will be available upon request to committee chairs and other committee personnel as appropriate.

The list of current committees and their purposes will be available upon request to any Association member and will be posted in the member section of the AABB Web site.

Charges will not routinely be made available to individuals not currently serving on a committee and/or for purposes other than to carry out Association business. Requests shall be referred to the Executive Office.

### **6.1.2 Confidentiality of Committee Reports and Products**

Committee documents, records and products are confidential and shall not be distributed outside the group, except as directed by the Board. This includes committee and volunteer data generated by surveys and other means of research, as well as reports and manuscripts created on the basis of these data. Committee representatives from other organizations may discuss such reports with the leadership of their respective organizations, but may not release or distribute AABB reports unless approved in advance in accordance with AABB data and intellectual property policies.

Committee reports prepared for the Board of Directors are confidential and should not be further distributed.

When discussing policy recommendations, chairs should consider the appropriateness of including consultants, or representatives from government agencies and other organizations in the discussion. (See Guidance Document)

### **6.1.3 Meeting Proceedings**

The proceedings of committee meetings and conference calls shall be recorded and include a list of attendees, the group's decisions and actions and any required supporting documents. All committee records, including meeting and conference call reports, and committee members' personal notes on the meeting, shall be maintained in conformance with the AABB Document Retention Policy. (See Guidance Document)

## **6.2 Records**

### **6.2.1 AABB Volunteer Database**

Committee rosters shall be maintained at the National Office and shall be available upon request to committee chairs and other committee personnel as

appropriate. The names of committee chairs may be provided to any Association member. Rosters will not be made available to individuals not currently serving on a committee and/or for purposes other than to carry out Association business. Requests shall be referred to the Executive Office.

### **6.3 Data Created by AABB**

All data and information owned by the AABB may not be distributed except in accordance with AABB procedures. (Association Policy)

## **7.0 INCIDENTS, ERRORS, AND ACCIDENTS; NONCONFORMANCES; COMPLICATIONS**

The AABB shall have a process to ensure the capture, assessment, investigation, and monitoring of deviations from accepted policies, processes, and procedures or of failures to meet the requirements or applicable laws and regulations. The responsibility for review and authority for the disposition of nonconforming products and services shall be defined. Deviations shall be reported as required by governmental, regulatory, or accrediting bodies. The CEO shall be responsible for the development, validation, and implementation of the required policies, processes and procedures for the National Office. The Board shall develop policies, process and procedures for the Board and Committees that are consistent with National Office policies, processes and procedures. (Association Policy)

### **7.1 Committee Reports**

Committees shall present regular reports to the Board on the status of their charges. The CEO shall review committee reports prior to distribution to the Board to identify any issues that require Board attention.

## **8.0 ASSESSMENTS: INTERNAL AND EXTERNAL**

The AABB shall have policies, processes and procedures to ensure that external assessments are obtained at defined intervals and that internal assessments of operations and the quality system are scheduled and conducted. The CEO shall be responsible for the development, validation, and implementation of the required policies, processes and procedures for the National Office. The Board shall develop policies, process and procedures for the Board and Committees that are consistent with National Office policies, processes and procedures. (Association Policy)

### **8.1 Committee Reviews**

Board Representatives shall communicate regularly with committees to determine the status of their charges and report to the Board. On an annual basis, chairs, staff and board members shall be requested to provide input for a review of all committee personnel and charges (TRP), in terms of fulfillment of the Association's strategic plan. This input shall be used to determine required changes in personnel, charges and/or policy and processes.

## **9.0 PROCESS IMPROVEMENT THROUGH CORRECTIVE AND PREVENTIVE ACTION**

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The AABB shall have policies, processes and procedures for data collection, analysis and follow-up of issues requiring corrective and preventive action. The CEO shall be responsible for the development, validation, and implementation of the required policies, processes and procedures for the National Office. The Board shall develop policies, process and procedures for the Board and Committees that are consistent with National Office policies, processes and procedures. (Association Policy)

#### **10.0 FACILITIES AND SAFETY**

The AABB shall have policies, processes, or procedures to ensure the provision of safe and adequate environmental conditions in the workplace. The CEO shall be responsible for the development, validation, and implementation of the required policies, processes and procedures. (Association Policy)