

STANDARD OPERATING PROCEDURE
MEMBERSHIP AND ACTIVE PARTICIPATION IN NCTTRAC
BOARD OF DIRECTORS

I. PURPOSE

Membership in NCTTRAC provides hospital and pre-hospital agencies access and input into the development and advancement of the Regional Trauma and Emergency Healthcare System, whereas Active Participation in NCTTRAC is an eligibility criterion for several state and regional funding resources. For this reason, it becomes necessary to define and distinguish between Membership and Active Participation in NCTTRAC.

II. MEMBERSHIP IN NCTTRAC

A. Criteria for Membership in Good Standing

1. Submission of completed membership application and fee (if applicable).
 - a. Payment in full of membership dues. Membership dues and fees are set by the General Membership.
2. Approval by the NCTTRAC Board of Directors (Board).

B. Criteria for nonvoting membership are defined in the SOP – Sponsorships for NCTTRAC.

C. Benefits of NCTTRAC Membership

1. Regular newsletters and communications from NCTTRAC.
2. Voting privileges at committee and General Membership Meetings as described in the NCTTRAC Bylaws and the Voting & Elections SOP.
3. Eligible for official committee appointments and elected positions.
4. Access to basic NCTTRAC resources.
5. Professional networking in the areas of trauma, stroke, cardiac, emergency department operations, injury prevention, professional development, pediatric, perinatal, healthcare preparedness, EMS, and air medical as well as community advocacy for the enhancement of the emergency healthcare system.

III. ACTIVE PARTICIPATION IN NCTTRAC

A. Active Participation is mandatory in order to receive money from certain grants through the Texas Department of State Health Services (DSHS).

B. Criteria for Active Participation

1. Meet all Membership criteria from the date of accepted application.
2. Each member hospital/agency must meet concurrent year State data submission requirements.
3. Each member hospital/agency must attend a minimum of six (6) NCTTRAC-sponsored meetings over the span of at least three (3) out of four (4) quarters within the NCTTRAC fiscal year. Individual clinical Committees may identify additional meeting attendance criteria to meet specialty designation requirements. Such individual Committee attendance requirements, beyond those found above, will be established in the committee-specific Standard Operating Procedure (SOP).
 - a. NCTTRAC-sponsored meetings include:
 - 1) General Membership Meetings
 - 2) NCTTRAC Board of Directors Meetings
 - 3) NCTTRAC Committee Meetings

- 4) NCTTRAC Workgroup Meetings
- 5) Zone Meetings
- b. NCTTRAC-sponsored meetings do not include:
 - 1) State GETAC meetings
 - 2) Texas RAC Chairs meetings
 - 3) Texas Trauma Coordinator forums
 - 4) Education courses including those sponsored by NCTTRAC
- c. For the purpose of participation credit, a member hospital/agency can only receive credit for one participant per meeting.
- d. For the purpose of participation credit, each attendee can only receive credit for one member hospital/agency per meeting including in person or call in attendance.
- e. For the purpose of quorum, in person and virtual attendance will be counted towards quorum, however only in person attendees may participate in meeting votes.
- f. NCTTRAC will not accept appeals to the decision for meeting the membership criteria for Active Participation.
4. Members are expected to participate in all NCTTRAC Membership Voting items, including but not limited to Bylaws, Membership & Participation SOP, Board Officer Elections, and Regional System Plan approvals.
5. Members are expected to participate in an annual needs assessment survey.
6. Members are expected to participate and cooperate with NCTTRAC SPI Committee queries and case audits as required.

IV. PROCEDURE

A. Membership

1. NCTTRAC Staff will invoice all members annually and will maintain current membership records.
 - a) Previous members who do not meet the renewal deadline will be required to pay full year membership dues and a new member fee. The NCTTRAC fiscal year is September 1 through August 31.
 - b) New members who join during the year will be required to pay full year membership dues and a new member fee. The NCTTRAC fiscal year is September 1 through August 31.

B. Meeting Attendance and Accountability

1. Meeting attendees are responsible for signing the meeting attendance rosters or providing an electronic record of participation, which specifies the member agency being represented, as directed by the meeting facilitator for each meeting attended.
 - a) Committee Chairpersons, Chairs Elect and meeting facilitators will submit signed meeting attendance rosters to NCTTRAC staff within 30 days of each meeting.
 - b) NCTTRAC staff will be responsible for maintaining the resulting attendance records for all members.

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- C. The SPI Chairperson or Chair Elect will report member unresponsiveness to PI queries and case audits to the Board.
- D. Membership Reporting
 - 1. NCTTRAC staff will provide a letter to members upon request detailing Active Participation status.
 - 2. NCTTRAC staff will coordinate and maintain documentation of member compliance of this SOP.
 - 3. NCTTRAC staff will maintain an annual membership and participation report, which will be posted on the NCTTRAC website.
 - 4. All performance elements in this section will be reported through the NCTTRAC website and in the appropriate NCTTRAC meetings. They may also be used in reports as approved by the Board.