

**1. Purpose**

1.1 The Zones Liaison of the Board of Directors (Zones Liaison) and a Zone Representative for each of the eight (8) geographic zones represent grassroots discussion of issues affecting the trauma and emergency healthcare systems in that area. Further details of the Zones Liaison and each of the eight (8) Zone Representatives responsibilities are defined under Article IX of the NCTTRAC Bylaws.

**2. Responsibilities**

- 2.1 Improve communication efforts between zone members, Zones Liaison, NCTTRAC Committees, Board of Directors, and staff.
- 2.2 Provide Systems Performance Improvement (SPI) and related NCTTRAC Committee feedback as necessary for regional needs, interests, and issues.

**3. Zone Representative / Zones Liaison Responsibilities**

**3.1 Zone Representatives**

3.1.1 The Zone Representative of each of the eight (8) zones serve as the principal liaison between each zone membership and the Zones Liaison, NCTTRAC Board of Directors, Committees, and staff with responsibilities that include, but are not limited, to:

- 3.1.1.1 Host local meetings to provide a place to allow local hospital and prehospital agencies / organizations to meet and discuss local issues.
- 3.1.1.2 Scheduling of local meetings.
  - 3.1.1.2.1 Provide NCTTRAC staff with meeting dates, times, locations.
  - 3.1.1.2.2 Provide NCTTRAC Staff with meeting agendas, notes, and sign in sheets.
- 3.1.1.3 Providing zone reports to the Zones Liaison at least quarterly.
- 3.1.1.4 Represent the collective vote of the members in the zone.
- 3.1.1.5 Biannually elect one Zones Liaison to serve on the board as a voting member.

**3.2 Zones Liaison**

3.2.1 The Zones Liaison serves as the principal liaison between each of the other Eight (8) Zone Representatives and the Board of Directors with responsibilities that include, but are not limited, to:

- 3.2.1.1 The Zones Liaison must be a documented representative of a NCTTRAC Member organization in good standing as defined in the Membership and Participation SOP.
- 3.2.1.2 The term of the Zones Liaison is two (2) years.
- 3.2.1.3 Knowledge of the Bylaws.
- 3.2.1.4 Providing a Zones Report to the Board of Directors at least quarterly.

**4. Medical Director**

4.1 Not Applicable

**5. Committee Product**

5.1 Not Applicable

**6. Work Group**

6.1 Not Applicable

**7. Definitions**

7.1 Not Applicable

**8. Procedures (Meeting, Agenda and Notes)**

8.1 Each of the eight (8) Zone Representatives shall perform responsibilities with an organized approach utilizing the following procedures:

8.1.1 The date, time and location of all scheduled meetings will be provided to NCTTRAC Staff at least ten (10) days in advance.

8.1.2 Each of the eight (8) Zone Representatives will host a meeting at least quarterly in the specific zone area.

8.1.3 All zone meetings will be held as open meetings and are open to any individual who wants to attend the meeting.

8.1.4 Each meeting will have agendas, meeting notes, and sign in sheets. These will be provided and prepared by the Zone Representative.

8.1.5 Agendas and meeting notes will be forwarded to NCTTRAC Staff within 20 days after the meeting for posting. The sign in sheets will be turned in by the end of the next business day to [admin@ncttrac.org](mailto:admin@ncttrac.org)

8.1.6 The business of a zone shall be decided by the Zone Representative and Zone membership.

8.1.7 Each Zone Representative is chosen by vote of the present and eligible voting members of the Zone.

8.1.8 Nominations for Zone Representatives shall come from the Zone membership, as stated in the bylaws

8.1.9 In the event the Zone Representative is unable to fulfill the term there shall be an election at the next Zone meeting to replace them.

**9. Medical Director Committee Liaison**

9.1 Not Applicable

**10. Liaison**

10.1 Not Applicable

**11. SPI Indicators**

11.1 Not Applicable

**12. Annual Committee Goals**

12.1 Improve communication between the NCTTRAC Board of Directors, Committees, SPI Committee, and the Zone membership.

**13. Unobligated Budget Request**

13.1 Recommend to the Board financial backing or support of trauma and emergency healthcare related initiatives within the eight (8) Zones.

**14. Core Group**

14.1 Trauma Service Area – E is designated into eight (8) geographic zones. Each Zone is organized on county lines to enhance pre-hospital and hospital working relationships within generally accepted catchment areas. Zone Representatives will consist of one (1) Zone Representative with the option of a Co-Representative. Zone Representative voting authority afforded to the Zone core group members identified below.

14.1.1 Zone 1 Representative – Cooke, Grayson, Fannin

14.1.2 Zone 2 Representative – Wise, Denton

14.1.3 Zone 3 Representative – Palo Pinto, Parker

14.1.4 Zone 4 Representative – Ellis, Kaufman, Navarro

14.1.5 Zone 5 Representative – Collin, Hunt, Rockwall

14.1.6 Zone 6 Representative – Erath, Hood, Johnson, Somervell

14.1.7 Zone 7 Representative – Tarrant

14.1.8 Zone 8 Representative – Dallas

**15. Membership Requirements**

15.1 The Zone membership shall be comprised of representatives from hospitals, pre-hospital agencies, public health, emergency management, and other key partnering agencies within the geographic boundaries of the Zone. Zone meeting voting authority is afforded to the Zone membership.

**16. Attendance Requirements**

16.1 The Zones Liaison is expected to meet Board of Director meeting requirements as stated in the NCTTRAC Membership & Participation SOP. Each of the eight (8) Zone Representatives are expected to facilitate and lead their respective Zone meetings at least quarterly.