

## 1. Purpose

- 1.1 The purpose for this SOP is to establish the criteria for Membership in Good Standing and outlines the requirements for Active Participation. Membership in NCTTRAC provides hospital and pre-hospital agencies access and input into the development and advancement of the Regional Trauma, Acute, and Emergency Healthcare Systems, 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.

## 2. NCTTRAC Membership in Good Standing

- 2.1 Criteria for Membership in Good Standing
  - 2.1.1 Submission of a completed membership application by the stated due date.
  - 2.1.2 Payment in full of membership dues and, if applicable, fees by the stated due date. Membership dues and fees are set by the General Membership.
  - 2.1.3 Approval by the NCTTRAC Board of Directors (Board).
- 2.2 Criteria for nonvoting membership are defined in the SOP – Sponsorship and Guest Speakers.
- 2.3 Benefits of NCTTRAC Membership
  - 2.3.1 Regular communications from NCTTRAC.
  - 2.3.2 Voting privileges at committee and General Membership Meetings as described in the NCTTRAC Bylaws and the Voting & Elections SOP.
  - 2.3.3 Eligible for official committee appointments and elected positions.
  - 2.3.4 Access to basic NCTTRAC resources.
  - 2.3.5 Professional networking in the areas of air medical, cardiac, emergency department operations, emergency medical services, injury prevention, medical directors, pediatric, perinatal (maternal and neonatal), professional development, emergency and healthcare preparedness, stroke, systems performance improvement, and trauma as well as community advocacy for the enhancement of the emergency healthcare system.

## 3. Active Participation In NCTTRAC

- 3.1 Active Participation credits are dependent on maintaining Membership in Good Standing status.
- 3.2 NCTTRAC-provided documentation of Member Organization performance in meeting Active Participation criteria is required in support of Hospital Designation processing and in order to receive applicable funds from the Texas Department of State Health Services (DSHS).
- 3.3 NCTTRAC will record and provide comprehensive feedback regarding the following Active Participation criteria on the Chiefs & Executives Dashboard, Active Participation letters, and other reporting structures:
  - 3.3.1 Meetings
    - 3.3.1.1 Each Member Organization 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.

- 3.3.1.2 Individual clinical committees may identify additional meeting attendance and/or other criteria to meet specialty designation requirements. Such individual committee attendance and/or other requirements, beyond those basic identified above, will be established in the committee-specific Standard Operating Procedure (SOP) as approved by the Board of Directors.
- 3.3.1.3 NCTTRAC-sponsored meetings include:
  - 3.3.1.3.1 General Membership Meetings
  - 3.3.1.3.2 NCTTRAC Board of Directors Meetings
  - 3.3.1.3.3 NCTTRAC Committee/Subcommittee Meetings
  - 3.3.1.3.4 NCTTRAC Workgroup Meetings
  - 3.3.1.3.5 Committee approved and documented focus groups or task forces.
- 3.3.1.4 NCTTRAC-sponsored meetings do not include:
  - 3.3.1.4.1 State GETAC meetings
  - 3.3.1.4.2 Texas RAC Chairs meetings
  - 3.3.1.4.3 Texas Trauma Coordinator forums
  - 3.3.1.4.4 Education courses including those sponsored by NCTTRAC,
- 3.3.1.5 For the purpose of attendance, credit is only attributable to individual Member Organizations. Multiple attendees representing the same Member Organization will not count as multiple attendance credits.
- 3.3.1.6 Each attendee can only earn attendance credit for one Member Organization per meeting including in-person or virtual attendance.
- 3.3.1.7 Virtual attendees are highly encouraged to utilize video capabilities where available to facilitate meaningful discussion and participation in NCTTRAC meetings and events.
- 3.3.2 Voting & Survey Responses
  - 3.3.2.1 As a measure of meaningful participation, Member Organizations are expected to participate in all NCTTRAC General Membership voting items and surveys, including but not limited to:
    - 3.3.2.1.1 Board Officer Elections
    - 3.3.2.1.2 Bylaws
    - 3.3.2.1.3 Membership Dues
    - 3.3.2.1.4 Membership & Participation SOP
    - 3.3.2.1.5 Voting & Elections SOP
    - 3.3.2.1.6 Regional System Plan approvals
    - 3.3.2.1.7 annual RAC Self-Assessment surveys
  - 3.3.2.2 Voting participation is defined by the Voting and Elections SOP.
- 3.3.3 Data Submission
  - 3.3.3.1 Each Member Organizations must meet concurrent year State data submission requirements.
  - 3.3.3.2 Member Organizations are expected to participate and cooperate with NCTTRAC committees' system performance improvement (SPI) queries and case audits as requested by the NCTTRAC Chair.
  - 3.3.3.3 Member Organizations are expected to utilize the MemberHub powered by Growth Zone account management platform. Primary Voting Representatives

are expected to manage the contacts and delegates of their organization in MemberHub.

#### **4. Procedure**

##### **4.1 Membership**

4.1.1 NCTTRAC Staff will invoice all members annually and will maintain current membership records.

4.1.1.1 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 from September 1 through August 31.

4.1.1.2 New members who join during the year will be required to pay full-year membership dues and a new member fee.

4.1.1.3 Prior years memberships may be processed if other eligible criteria were met during the period.

##### **4.2 Meeting Attendance and Accountability**

4.2.1 In-person meeting attendees are highly encouraged to pre-register for meetings. All attendance recording for NCTTRAC sponsored meetings should be executed within the GrowthZone platform.

4.2.2 On the rare occasion meeting attendance is only recorded manually, meeting attendees are responsible for legibly 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.

4.2.2.1 The NCTTRAC Staff responsible for a given meeting will submit all relevant attendance rosters (in-person or virtual) to NCTTRAC Data staff no later than 5 business days after each meeting for proper recording.

4.2.2.2 NCTTRAC staff will be responsible for maintaining the resulting attendance records for all members.

4.2.3 The Committee Chairs or Chairs Elect will report member unresponsiveness to SPI queries and case audits to the Executive Committee of the Board of Directors (Executive Committee).

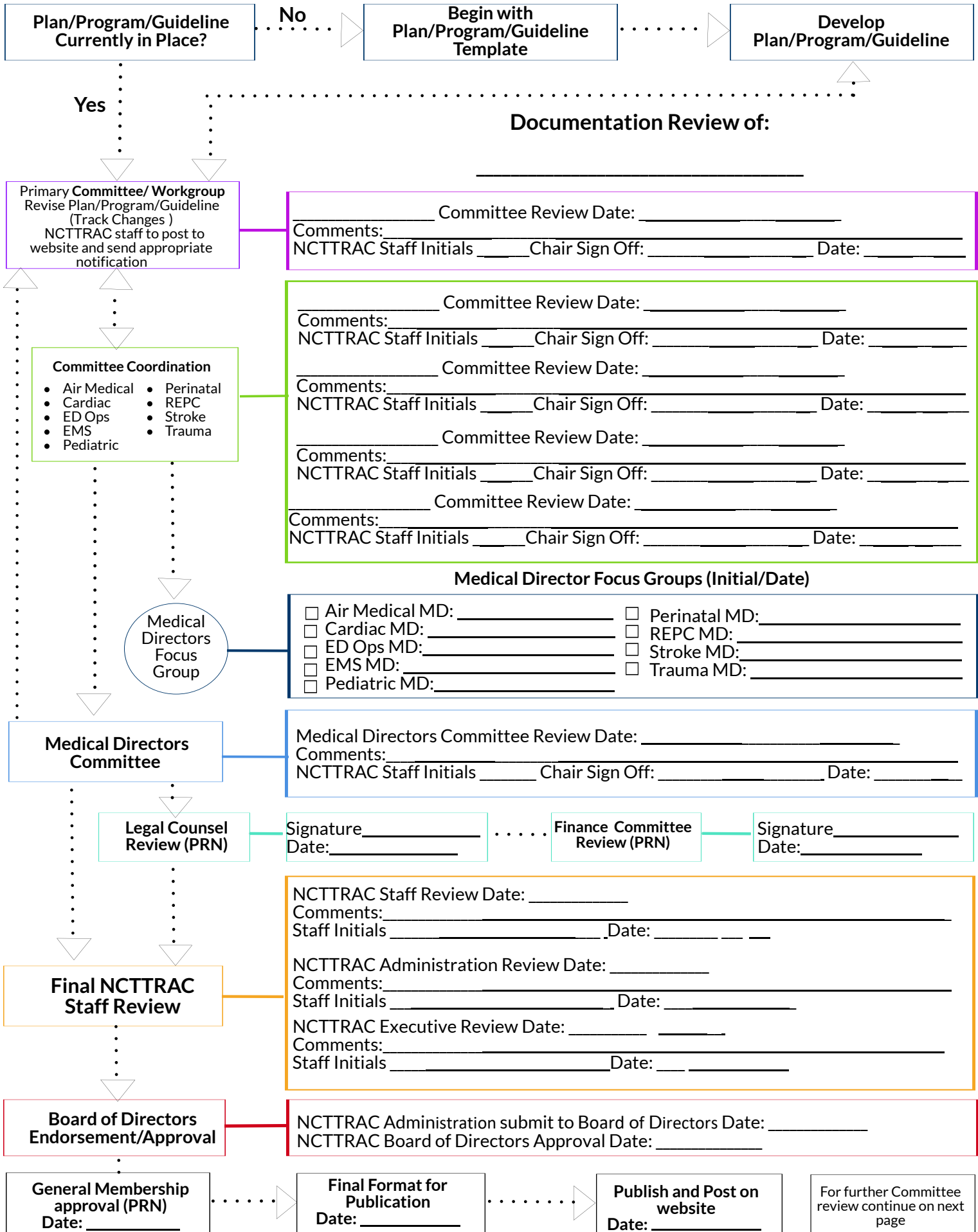
##### **4.2.4 Membership & Active Participation Reporting**

4.2.4.1 NCTTRAC staff will provide a letter to members upon request detailing Active Participation status.

4.2.4.2 NCTTRAC staff will coordinate and maintain documentation of member compliance of this SOP.

4.2.4.3 NCTTRAC staff will maintain an annual membership and participation report, which will be posted on the NCTTRAC website.

4.2.4.4 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.



Committees Continued

_____ Committee Review Date: _____
Comments: _____
NCTTRAC Staff Initials _____ Chair Sign Off: _____ Date: _____
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