Policy & Procedure Manual

Manual Effective July 30, 2025
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Section 1: Purpose

The National Association of Emergency Medical Technicians (NAEMT) Board of Directors has developed this Policy & Procedure Manual for the purposes of defining administrative and organizational means and methods of transacting the governance requirements defined by the association’s bylaws. In general, the manual outlines the requirements, designates the person(s) to discharge each requirement, and indicates timing when appropriate. It is the operational tool of NAEMT and as such must be reviewed and amended as required to maintain its effectiveness. All such amendments must be approved by the Board of Directors in accordance with the bylaws.

1.0.1 NAEMT Mission and Vision

Mission
To educate, support, and advocate for all EMS professionals.

Adopted July 30, 2025

Vision
To be the premiere association for the EMS profession.

Adopted July 30, 2025

Section 2: Membership

2.0.1 Member Classification

Policy

There are two classes of membership: all member privileges; and all member privileges, except voting, holding office, or chairing committees. Categories of membership may be established within each class by the Board of Directors. The schedule of annual dues is fixed by a simple majority vote of the Board of Directors. Changes in the annual dues schedule are effective at the beginning of the ensuing fiscal year (the calendar year). Membership may be individual or organizational consisting of the following:

Class: All member privileges
Category: Active, Emeritus, Lifetime, Agency

Class: All member privileges, except voting, holding office, or chairing committees
Category: Associate, Student, Honorary

Procedures

All applications for membership shall be accompanied by remittance of annual dues and application fee, if applicable. Membership shall become effective upon the processing and posting by the association of the full payment, including any required fee or fees. Members who fail to pay their dues by the expiration date of their current dues period will automatically be transferred to inactive status and lose all rights and privileges of membership. A member whose membership has lapsed because of non-payment of dues may be restored to membership by paying annual dues in full.

Active Member
The active members of the association shall be those individuals with an interest and involvement in EMS and who are certified as an EMS practitioner by one of the states or territories of the United States of America, or by the National Registry of Emergency Medical Technicians, Inc., and pay annual dues as determined by the Board of Directors. Said members are entitled to make motions, vote, and hold any office of the association for which said members are qualified.

Associate Member
Associate members of the association shall be those individuals with an interest and involvement in EMS and who are not certified as EMS practitioners by one of the states or territories of the United States of America, or by the National Registry of Emergency Medical Technicians, Inc. Associate members are entitled to the privileges of association membership except those of voting, holding office or chairing committees. Annual membership dues shall be set by the Board of Directors. Associate members may include: individuals involved in the training and education of EMS practitioners and supportive of the mission of the association; professionals who have demonstrated an interest in EMS and in the aims of the association.

Student
Student members shall be enrolled in classes of instruction leading to certification as an EMS practitioner at any level. Student members may serve on committees, but may not make motions, vote, hold office, or chair committees of the association. Annual membership dues shall be set by the Board of

Directors but shall not exceed those of the active members. Such membership status shall be limited to one year.

Honorary
Persons of distinction who have rendered outstanding service to the association or to the EMS profession may be proposed for honorary membership. A person may be nominated by an active member, and letters of nomination shall be made to the Membership Committee. The committee shall review the nomination and make a recommendation to the board. Upon majority vote of approval by the board, the nominated individual shall be conferred the title of "Honorary Member." An honorary member shall have none of the obligations of membership but shall be entitled to privileges thereof excepting those of making motions, voting, or holding office.

Emeritus
Upon recommendation of the Board of Directors, a member who has a long history of service to the association but may no longer be actively engaged in the EMS profession may be elected to emeritus status. Such person shall have rendered outstanding service to the Association. Such a person would be given the title Member Emeritus. A Member Emeritus, or an Officer Emeritus (using proper title, e.g. President Emeritus) shall have none of the obligations of office but shall be entitled to all the privileges and right appertaining thereto.

Lifetime
Lifetime members of the association shall be defined as those individuals who qualify as members and pay a one-time lifetime membership dues as determined by the Board of Directors. Lifetime members are entitled to the privileges given to any member as defined by the bylaws and policies as set forth by the association. Members who are elected to the office of president and who complete their term as president shall be granted lifetime membership in the association without having to pay any membership dues.

Agency
Any EMS service or organization may apply for agency membership. Annual agency membership dues shall be set by the Board of Directors. Each individual agency member shall be entitled to all privileges of membership as defined by the bylaws and policies as set forth by the association.

2.0.2 Revocation of Membership

Policy

The NAEMT Board of Directors shall be responsible for the interpretation, application, and enforcement of revocation of membership per the bylaws. It is the responsibility of the board to ensure that implementation of this policy is fair and equitable.

Actions by a member that may be considered as grounds for possible revocation of membership include but are not limited to:

- Conviction of a felony offense
- Notice of an official reprimand, sanction, or other negative action by the member's credentialing authority
- Unprofessional conduct or unethical or immoral behavior that damages the association or its leaders and/or members materially, financially, or their reputations, such as:
  - Making false or defamatory statements about the association, its leaders, and/or its members
  - Making false or defamatory statements about other organizations and/or individual(s) within those organizations that would negatively impact NAEMT's relationship with such organizations
  - Engaging in or facilitating discriminatory or harassing behavior directed toward association staff, members, officers, directors, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors, or others in the context of activities relating to the association
  - Intentional misuse or destruction of the association's property or resources

Procedures

When the association receives information about, or a complaint against, a member of a highly serious nature, the following procedures shall be followed:

1. Headquarters staff, in consultation with the president, shall notify the member of the information or complaint, furnish a copy of the complaint to the member, and request a written response from the member within ten business days of receipt of notification.
2. Headquarters staff, in consultation with the president, shall determine if the alleged action(s) warrants any sanctions (i.e., censure, written warning, written apology, revocation, or other just and reasonable penalty) and shall issue a written decision on the matter.
3. The written decision, along with a copy of the complaint, the members' response and all other documentation related to the matter, shall be forwarded to the board within five business days from when the decision was taken.
4. Following receipt of the matter by the board, the board may review the matter directly or refer it to a Hearing Committee, as appointed by the board.
5. The board (or the Hearing Committee) shall provide an opportunity with reasonable notice for the member named to address the board (or Hearing Committee).
6. The board (or the Hearing Committee) shall then vote on action. The decision of the board (or the Hearing Committee) shall be final.
7. The decision shall be delivered in writing to the member named.
8. If the decision is to revoke membership, headquarters staff shall complete the revocation process in the association's membership records.

9. The complainant shall be notified of the final decision in the matter.
10. Should the president be the subject of a complaint, the president-elect shall perform the duties normally assigned to the president in this matter.

In implementing this policy, the board may impose the following penalties:

1. Censure of the member by the NAEMT board.
2. Require a written apology to an offended party.
3. A written warning to the member to cease and desist from unprofessional and/or inappropriate behavior with failure to do so resulting in revocation of membership.
4. Pursuant to the bylaws, revocation of membership by a two-thirds vote of the board.
5. Other penalties that the board determines are just and reasonable under the circumstances.

2.0.3 Dual Membership

Policy

NAEMT may choose to partner with any of its affiliates to create a dual membership offering to prospective and renewing members of the affiliate association. The affiliate shall be a member of the NAEMT Affiliate Advisory Council (AAC).

Procedures

To participate in a dual membership program an agreement must be executed between NAEMT and the affiliate. Responsibilities include:

Affiliate

- Shall modify its individual membership type(s) to require dual membership for prospective and renewing individual members for one fee.
- Shall promote the individual dual membership.
- Shall provide NAEMT a list of new and renewing dual-membership members that captures required data elements to process their NAEMT membership.
- Shall determine the dual membership fee, and remit payment to NAEMT within 30 days of invoice. NAEMT lifetime members shall not be required to pay the NAEMT portion of the dual membership fee.
- Shall work with NAEMT to develop and execute procedures to ensure the effective implementation of the dual membership program.
- May work with NAEMT to expand dual membership opportunities to include agencies, education providers, students, and other groups.

NAEMT

- Shall market the dual membership program to NAEMT individual members in the affiliate's state or territory.
- Shall work with the affiliate to develop and execute procedures to ensure the effective implementation of the dual membership program.
- Shall meet with affiliates on an annual basis to review dual membership processes and identify best practices to improve and streamline program implementation.
- Shall provide guidance to affiliate to assist with development and implementation of the dual membership program.

Section 2.1: Awards

2.1.1 Rocco V. Morando Lifetime Achievement Award

Policy

The Rocco V. Morando Lifetime Achievement Award is NAEMT's most prestigious recognition of an individual's contribution to emergency and mobile patient care and the EMS profession. NREMT is the exclusive sponsor of this annual award.

The criteria used to select the annual recipient of the Morando award are as follows: The recipient has made a significant, positive impact on EMS nationally and/or internationally through his/her leadership and actions in out of hospital emergency or mobile patient care, the science of out of hospital emergency medicine, and/or advancing the EMS profession.

Award recipients are not eligible to receive the award more than once.

Procedures

Applications are not accepted for this award. NAEMT and NREMT will alternate years for award recipient selections. NAEMT will make recipient selections in all even years and NREMT will make recipient selections in all odd years. During its selection years, the NAEMT Executive Committee will make the award recipient recommendation for Board of Director approval.

In even years, NAEMT must submit their selection to the NREMT board for ratification no less than 90 days prior to the NAEMT annual meeting. NAEMT's recommendation should include specific and documented information on how the individual meets the award criteria. If NAEMT's selection is not ratified by the NREMT board, NREMT must notify NAEMT and allow for an alternate submission for the award recipient. If NAEMT chooses not to make a recommendation, NAEMT will notify NREMT within the specified time frame and will forfeit their recipient selection until the next regularly scheduled selection year.

In odd years, NREMT must submit their selection to the NAEMT board for ratification no less than 90 days prior to the NAEMT annual meeting. NREMT's recommendation should include specific and documented information on how the individual meets the award criteria. If NREMT's selection is not ratified by the NAEMT board, NAEMT must notify NREMT and allow for an alternate submission for the award recipient. If NREMT chooses not to make a recommendation, NREMT will notify NAEMT within the specified time frame and will forfeit their recipient selection until the next regularly scheduled selection year.

As the exclusive sponsor of this award, NREMT shall be responsible for the purchase and delivery of the traditional crystal award, and for sending an official representative of NREMT to participate in the presentation of the award at the NAEMT annual meeting.

NAEMT shall be responsible for planning and implementing the award presentation, and all media coverage of the presentation and the award recipient.

2.1.2 National EMS Awards of Excellence

Policy

NAEMT recognizes outstanding achievements and contributions in EMS to individuals and organizations that provide quality emergency patient care to their communities every day. The award recipients in each category receive monetary awards, program registrations, and travel and lodging at the EMS World Expo/NAEMT Annual Meeting held the same year as the award. Award recipients are recognized at the NAEMT General Membership Meeting and the opening ceremony of EMS World Expo. NAEMT may collaborate with other organizations on each award. Award recipients are not eligible to receive an award more than once in the same category.

The awards are:

- EMT of the Year Award
- Paramedic of the Year Award
- Community Paramedic of the Year Award
- EMS Educator of the Year Award
- EMS Medical Director of the Year Award
- Military Medic of the Year Award
- Pediatric EMS Award
- Career EMS Service of the Year
- Volunteer EMS Service of the Year Award
- National Safety in EMS Award
- EMS Caring Award
- Wellness and Resilience Award

Procedures

EMT of the Year Award recognizes an emergency medical technician who demonstrates excellence in the performance of emergency medical services, with their primary role being that of prehospital patient care. Award criteria:

- Provides superior patient care.
- Advocates for patients and their families.
- Demonstrates professionalism interacting with patients, their families and other medical professionals.
- Demonstrates commitment to continuing professional education.
- Serves as a role model for and is respected by their colleagues.

Paramedic of the Year Award recognizes a paramedic who demonstrates excellence in the performance of emergency medical services, with their primary role being that of prehospital patient care. Award criteria:

- Provides superior patient care.
- Advocates for patients and their families.
- Demonstrates professionalism interacting with patients, their families and other medical professionals.
- Demonstrates commitment to continuing professional education.
- Serves as a role model for and is respected by their colleagues.

Community Paramedic of the Year Award recognizes a paramedic (or EMT) who demonstrates excellence in the performance of community paramedicine, with their primary role being that of a community paramedic. Award criteria:

- Demonstrates excellence in patient care.
- Utilizes innovation in the development of effective programs to enhance the patient care experience.
- Advocates for alternative pathways of care for patients and families.
- Utilizes data to collect measurable results for review of program efficacy and effectiveness.
- Serves as a role model and mentor for community paramedics.
- Demonstrates professionalism when collaborating with partner health organizations such as clinics, hospitals, public health agencies, etc.
- Champions the utilization of community paramedics in EMS agencies.

EMS Educator of the Year Award recognizes an EMS educator who demonstrates excellence in providing EMS education to students. Award criteria:

- Provides high quality, evidence-based education to their EMS students.
- Demonstrates mastery of the learning methodologies and curriculum in the EMS classroom.
- Effectively mentors their EMS students throughout all stages of their professional development.
- Demonstrates a commitment to their own continuing professional development.
- Serves as an outstanding role model for their EMS students and fellow educators.

EMS Medical Director of the Year Award recognizes an EMS Medical Director who demonstrates clinical excellence in the performance of EMS medical direction and oversight, and serves as a role model for all EMS agency personnel. Award criteria:

- Consistently demonstrates commitment to clinical excellence in EMS.
- Advocates for the advancement of emergency medical care and evidence-based EMS protocols.
- Champions all aspects of EMS patient and practitioner safety.
- Effectively mentors EMS practitioners throughout all stages of their professional development.
- Serves as an outstanding role model for EMS agency personnel and within the community.

Military Medic of the Year Award recognizes a military medic* who demonstrates excellence in the performance of military emergency medicine, with their primary role being that of out-of-hospital patient care on or off the battlefield. *Military Medic – Any MOS-qualified active, reserve, or National Guard U.S. Army Medic, Navy Corpsman, or Air Force Medic, and U.S. Coast Guard Health Services Technicians. Award criteria:

- Excellence in providing prehospital medical trauma care to casualties on or off the battlefield.
- Demonstrates the highest standards of professionalism in interacting with patients and other medical professionals.
- Demonstrates a commitment to maintaining and strengthening clinical skills and knowledge.
- Demonstrates servant leadership within their unit on or off the battlefield.
- Serves as an outstanding role model for fellow military medics.

Pediatric EMS Award - Recognizes an individual who has demonstrated excellence in providing pediatric EMS care and/or education. Award criteria:

- Consistently demonstrates a commitment of high-quality, professional EMS care to pediatric patients.
- Incorporates evidence-based best practices into their care of pediatric patients.

- Advocates for their pediatric patients and families.
- Effectively mentors EMS practitioners in best practices in pediatric EMS care.
- Serves as an outstanding role model for colleagues.

Career EMS Service of the Year Award - Recognizes outstanding performance by a paid EMS service.

Volunteer EMS Service of the Year Award - Recognizes outstanding performance by a volunteer EMS service.

National Safety in EMS Award - Recognizes an EMS agency which has significantly contributed to advancing EMS practitioner and/or patient safety. Award criteria:

- Develops and implements improvements and corrections, when immediately identified, to their agency's safety program.
- Actively advocates for patient and practitioner safety with their agency.
- Actively educates their community on safety, and injury and illness prevention.
- Provides outstanding safety training for its EMS personnel.

EMS Caring Award - Recognizes either an EMS professional or EMS agency that has demonstrated exceptional caring through community service actions and/or programs designed to improve the health and safety of the community they serve.

Wellness and Resilience Award - Recognizes an EMS agency that tangibly demonstrates the attributes of a culture of wellness and resilience.

2.1.3 Education Awards

<u>Policy</u>

NAEMT Education Service Awards
Recognizes members of NAEMT's faculty who have made outstanding contributions to NAEMT education through:

- the development or revision of course curriculum;
- the facilitation of new training centers;
- mentoring new instructors; or
- increasing student access to courses

There is no minimum or maximum number of awards for any given year. All NAEMT instructors in good standing are eligible. Award recipients are not eligible to receive an award more than once in the same category.

Dr. Scott B. Frame Service Award
Presented to an individual who has demonstrated their commitment to excellence in prehospital trauma care through their outstanding service in the development or promulgation of prehospital trauma education.

Dr. Norman E. McSwain, Jr. Leadership Award
Established in Dr. Norman McSwain's honor to recognize individuals who demonstrate Dr. McSwain's philosophy and vision for prehospital patient care and who have made a significant impact in advancing the care of trauma patients.

<u>Procedures</u>

Nominations will be reviewed and selected by the Education Committee. Award recipients will be presented with the awards at the NAEMT Annual Meeting.

2.1.4 Advocacy Awards

<u>Policy</u>

NAEMT has two award categories for advocacy, provided annually: Advocate of the Year and Legislator of the Year.

NAEMT's EMS Advocate of the Year is a national award to recognize EMS professionals engaging voluntarily in grassroots advocacy efforts to advance EMS through legislation or regulation at the federal, state, or local level. Award nominations are open to all EMS professionals and only EMS professionals can nominate other EMS professionals. *Professional lobbyists are not eligible*.

NAEMT's EMS Legislator of the Year is a national award to recognize outstanding leadership by federally elected officials on EMS specific issues.

Award recipients are not eligible to receive an award more than once in the same category.

<u>Procedures</u>

EMS Advocate of the Year
The nomination period opens at the beginning of the calendar year. Nominations must be submitted by U.S.-based NAEMT members. Nominees may be any EMS professional and are not required to be NAEMT members. Up to three individual award recipients will be selected. Award recipients will receive national recognition, and all expenses paid to participate in the EMS On the Hill Day event, where the award will be presented.

All nominations received will be evaluated upon the nominee's grassroots efforts over the past year to advocate for EMS at the federal, state, and local level by:

- Building strong relationships with elected officials and their staff.
- Educating elected officials on EMS and the current legislation or regulation that supports the profession.
- Educating fellow EMS professionals about current EMS legislation or regulation; and how to become an advocate.
- Encouraging others in the EMS profession to engage in grassroots advocacy activities in support of current legislation or regulation.

EMS Legislator of the Year
The nomination period opens at the beginning of the calendar year. Up to two individual award recipients will be selected. Nominations will be reviewed by the Advocacy Committee and final recommendations will be made to the NAEMT Board of Directors for approval. Award recipients will receive national recognition and be presented with the award at the EMS On the Hill Day event.

Section 3: Meetings of Members

3.0.1 Elections

Policy

Officers and directors of the NAEMT Board of Directors are elected by the NAEMT membership in an annual election. Newly elected officers and directors take office on January 1. NAEMT members interested in serving on the board who are eligible as defined by the NAEMT bylaws may run for an open position.

Candidate Qualifications

Bylaws 5.2.1 Qualifications for Directors

To serve as a director, members shall have met the following qualifications: active membership for at least 2 consecutive years immediately preceding election; current engagement as an EMS practitioner, EMS manager, or EMS instructor of initial or continuing education in accordance with definitions as established by the Board of Directors; and participation in at least one of the following association programs or activities within the two years immediately preceding election:

- serving as an instructor for an NAEMT education program;
- serving as a state or regional coordinator for at least one of NAEMT's programs;
- serving on an NAEMT committee;
- serving as an NAEMT representative or liaison to another organization;
- serving as a member of the NAEMT Affiliate Advisory Council;
- serving as a trustee of the NAEMT Foundation.

Written verification from the candidate's EMS agency or educational institution confirming that the candidate serves as an EMS practitioner, EMS manager, or EMS instructor of initial or continuing education, the candidate's level of commitment to the profession, and the employer's support for the time commitment required for the position being sought.

- If the employer is different from the EMS agency or education institution, a letter from the candidate's employer confirming their support for the time commitment required for the position being sought;
- If the candidate is self-employed, a written recommendation from an EMS colleague who is an NAEMT active member confirming the candidate's level of commitment to the profession and the candidate's ability to meet the time commitment required for the position being sought.

Bylaws 5.2.2 Qualifications for Officers

To serve as an officer of NAEMT, members shall have met the following qualifications:

- all of the qualifications for director as listed in 5.2.1;
- service on the NAEMT Board of Directors within the previous 2 years.

Definitions

The following definitions are provided to help candidates determine their eligibility:

- EMS Practitioner – an individual who is licensed/certified by one of the US states or territories and/or certified by NREMT as an EMS practitioner, provides direct patient care, and is an active member of an agency that provides EMS. As verified in writing by the candidate's immediate supervisor.

- EMS Manager – an individual who serves in a management position, supervising EMS practitioners who provide direct patient care, for one or more EMS agencies. As verified in writing by the candidate’s immediate supervisor.
- EMS Instructor – an individual who is engaged in teaching activities of EMS content and/or initial or continuing EMS education at an accredited college, university, or EMS agency; a CAAHEP accredited program; or a state approved or licensed organization. As verified in writing by the candidate’s immediate supervisor.
- EMS Agency – an EMS provider that is licensed by one of the US states or territories to provide EMS or out-of-hospital medical services to patients; or an EMS department/division in an industrial setting (i.e., oil field, plant, etc.).

Procedures

A call for nominations will be prepared to identify prospective candidates for open offices. Eligible members in good standing will be reviewed by the Candidacy and Elections Committee. The committee will verify willingness to serve and review the qualifications of prospective candidates.

Candidate Submissions

NAEMT board candidates shall submit the following candidacy materials to NAEMT headquarters. For each election, a member may only be a candidate for one open position. Documents must be submitted in electronic format.

1. **Statement of Candidacy** shall be a maximum of 500 words and shall include:
    a. the position being sought,
    b. why the candidate is seeking the position,
    c. what the candidate’s goals will be if elected,
    d. the key challenges and opportunities the candidate feels NAEMT and EMS are facing,
    e. how the candidate believes the association should address these issues, and
    f. why the candidate is the best person to fill this position.

2. **Candidate’s Background Information** shall not exceed 2,000 words and shall include:
    a. educational and professional accomplishments,
    b. recognition,
    c. involvement in NAEMT activities, and
    d. any other information that may be relevant to the position being sought.

    Candidates must provide supporting documentation to verify claims and statements included in Statement of Candidacy and Background Information. Personal information that a candidate does not want to publicize should not be included.

3. **Letter of Support** from another active member of the association supporting the candidate.

4. **Written verification from the candidate’s EMS agency or educational institution** confirming that the candidate serves as an EMS practitioner, EMS manager, or EMS instructor in accordance with the definitions as established, the candidate’s level of commitment to the profession, and the employer’s support for the time commitment required for the position being sought.
    a. If the employer is different from the EMS agency or educational institution, a letter from the candidate’s employer confirming their support for the time commitment required for the position being sought;

   b. If the candidate is self-employed, a written recommendation from an EMS colleague who is an NAEMT active member confirming the candidate's level of commitment to the profession and the candidate's ability to meet the commitment required for the position being sought.

5. **Signed Code of Conduct Statement**.

6. **Valid email address** at which members may contact the candidate.

7. **Photo** of the candidate.

Members of the board and Candidacy and Elections Committee may not submit a letter of support for any candidate.

Elections

Following verification of candidate qualifications by the Candidacy and Elections Committee, candidates' information will be posted on the NAEMT website prior to the commencement of voting. Candidates will be required to respond to questions posed by the committee. Candidates' responses to these questions will also be posted.

Annual elections will be held in the fourth quarter of each calendar year, with special elections as approved by the Board of Directors. Members will be able to vote online for at least a two-week period and vote for one (1) candidate for each open elected Officer and Director position. All eligible members in good standing shall be entitled to vote.

Election results shall be announced as soon as possible, but within one month following the close of the election. Those candidates receiving the greatest number of votes cast shall be elected. The president shall advise each candidate of the election results and elected candidates shall accept in writing the position to which they were elected and complete all required paperwork. After the president has notified all candidates, members of the association will be notified of the election results through appropriate means of communication. If there is a tie between two or more candidates, a run-off election will be held between those candidates, using the process outlined above.

Candidate Guidelines

All candidates will conduct themselves in an honest and ethical manner and will respect the rights and privileges of fellow candidates. It is expected that information provided by candidates be factual and truthful. The Candidacy and Elections Committee shall report to the board any and all instances in which a candidate has made, supported, or induced others to make untruthful, defamatory, disparaging, inaccurate, or inappropriate statements regarding fellow candidates, NAEMT, or its members, board, or staff. The board shall evaluate this information and, in its sole judgment, may vote to disqualify a candidate prior to an election, or refuse to seat an elected candidate.

3.0.2 Annual Meeting

Policy

NAEMT's annual business meeting, also called the general membership meeting, is held in conjunction with EMS World. The purpose of the event is as follows:

- Conduct NAEMT business
- Board of Directors, committee, and stakeholder meetings
- World Trauma Symposium
- NAEMT networking and collaboration
- Association publicity
- Providing a venue for faculty idea exchange
- Conduct professional workshops

Procedures

The annual meeting is generally held in the fall each year. NAEMT contracts with EMS World on meeting site details three to five years in advance.

This policy is intended to provide general information to those not directly involved with the planning and implementation of the annual meeting. More specific procedural information is provided in the EMS World agreement and managed by staff and/or contractors assigned by the NAEMT Executive Director.

Section 4: Subunits

Section 4.1: Councils

4.1.1 Affiliate Advisory Council

Policy

The Affiliate Advisory Council (AAC) is made up of representatives from state, territorial, and tribal EMS membership associations. The guiding principle of the partnership between NAEMT and its affiliates is to provide member value through collaboration. The role of the affiliate relationship is to move the EMS industry forward and drive member engagement at the local level. Affiliate relationships are approved by the board. Affiliates must represent and provide services to EMS practitioners and/or agencies; maintain a good reputation within the EMS community and among the public at large; and have a mission that is consistent with the purpose and objectives of NAEMT

The AAC shall function through the authority granted by the board and shall devise their own rules of procedure and adopt the same, subject to compliance with the bylaws as set forth by the association, and the approval of the board.

Composition
The AAC reports to the board and shall be comprised of a chair, vice chair, board representative, and any number of members. Affiliates are allowed up to two representatives from their respective organizations. The AAC shall be assisted by a staff liaison assigned by the Executive Director.

Qualifications and Terms
Members of the AAC shall be:

- NAEMT members in good standing
- Willing to serve and carry out the obligations of the council
- Able to attend and participate in meetings and activities

The chair, vice chair, and board representative shall be appointed by the NAEMT president and may be subject to approval by the board. The chair and vice chair shall serve two-year terms beginning January 1 in alignment with the NAEMT president's appointment and shall be eligible to serve any number of successive terms to which they are appointed. They may be removed at the discretion of the president if they fail to meet qualifications or fulfill duties.

The remaining members of the AAC are appointed by their respective organizations and serve at the discretion of their organizations.

Procedures

The AAC shall organize itself in accordance with expectations defined by the board. The AAC may, subject to compliance with the NAEMT bylaws, independently develop and adopt any rules, procedures, or methods needed to effectively perform its functions in accordance with the provisions of this policy. The AAC will establish short- and long-term goals based on collective priorities.

NAEMT and members of the AAC shall provide bidirectional advice and guidance on issues of concern to the EMS community and on ways to strengthen and expand support to EMS practitioners. EMS membership associations interested in affiliating with NAEMT must sign an affiliation agreement. Terms of the affiliation are outlined therein. Each affiliated association shall:

- Represent and provide services to EMS practitioners and/or agencies.
- Maintain a good reputation within the EMS community and among the public at large.
- Have a mission that is consistent with the purpose and objectives of NAEMT.

The chair shall be responsible for making any task assignments; interfacing with headquarters and other committees; and establishing and reporting on the status of the goals and accomplishments to the board. The members shall attend council meetings, perform tasks assigned by the chair, and review and provide input, as requested, on each other's programs, products, and services. The staff liaison shall maintain council records.

The board representative shall have the responsibility to represent the issues and concerns of the AAC to the board and to communicate the issues and concerns of the board to the council.

NAEMT Coordinator Network

Affiliates are encouraged to refer their members to volunteer in the NAEMT Coordinator Network. Through the coordinator application process, eligible volunteers will be able to provide the name of their affiliate association. NAEMT staff will review applicants through their respective affiliates, if applicable. If for any reason NAEMT does not select an affiliate's recommended applicant for a coordinator position, this will be communicated to the affiliate. Every opportunity will be made to provide volunteer opportunities to interested members.

Meetings

The AAC shall meet a minimum of once per quarter, virtually or face to face. Face-to-face meetings shall, whenever possible, be aligned to occur in conjunction with the NAEMT annual meeting. Additional meetings may be scheduled (virtually or in person) at the discretion of the chair. The chair shall convene and preside over such meetings.

4.1.2 Affiliate Sponsorship Program

Policy

The purpose of the Affiliate Sponsorship Program is to demonstrate NAEMT's commitment to affiliated associations by providing meaningful support through local member engagement. Funds are available on a limited basis and will continue at the discretion of the NAEMT Board of Directors.

Requests for sponsorship will be reviewed and considered based on current affiliation status with NAEMT. Requests may be made to support an existing or proposed event, conference, or meeting through sponsorship. Sponsorship proposals shall align with NAEMT's strategic plan and tax-exempt purpose.

Procedures

- Sponsorship requests will be accepted between September 1 and October 1 for the following calendar year.
- Notifications of sponsorship awards will be sent by December 31 of the year preceding the sponsorship.
- The maximum total request should not exceed $2,500 per affiliated association for the following calendar year.
- Requests for sponsorship shall include:
  - Narrative: In a maximum of 1,000 words describe why the section is applying for the grant(s). Items to address should include:
    - Demonstrated need
    - The goal association leadership hopes to achieve
    - How sponsorship will benefit members, industry, and the association
  - Date of event, conference, or meeting that the sponsorship is for
  - Amount of the sponsorship request
  - How NAEMT will be recognized
  - Sponsorship prospectus or other supporting details
- Requests for NAEMT Board members to attend an affiliated association event, conference or meeting in the following year should be submitted to NAEMT during the same time frame.

Review Process

The NAEMT Executive Committee will review all requests, assess the merit of the proposals, and recommend funding amounts to the NAEMT Board of Directors for the following budget year. Sponsorship requests may be funded in whole or in part. To ensure equitable decision-making, members of the Executive Committee will be required to disclose any actual or perceived conflict of interest (COI) between themselves and the affiliated association. A COI may include, but not be limited to, previous or current affiliate membership, business or personal relationships, or economic benefit.

Distribution

Affiliated associations will be notified of sponsorship approval by December 31 of the year preceding the sponsorship. Sponsorship funds will be paid upon receipt of an invoice to NAEMT for the sponsorship amount dated in the calendar year for which the sponsorship will be paid. The association leader named on the proposal will be asked to sign an agreement outlining the association's obligations. Any funds not expended by the association during the sponsorship fiscal year shall be returned to NAEMT unless otherwise mutually agreed upon by both parties. If the funds are being used in ways that don't comply with the agreement, unless otherwise authorized to do so, NAEMT may request the funds be returned in whole or in part. The affiliated association may be excluded from future funding opportunities.

4.1.3 Corporate Engagement Council

<u>**Policy**</u>

The EMS Corporate Engagement Council (EMS-CEC) is an NAEMT collaborative that connects those who supply the EMS industry with products and services with those who provide EMS care to discuss key policy issues impacting the industry. The EMS-CEC is a forum for industry suppliers to share issues of importance with NAEMT leadership, lobbyists, and each other in a small-scale, focused setting.

The EMS-CEC shall function through the authority granted by the board and shall devise their own rules of procedure and adopt the same, subject to compliance with the bylaws as set forth by the association, and the approval of the board.

Composition
The EMS-CEC is comprised of NAEMT corporate partners who opt into the program annually as part of the silver level corporate partnership package. The council shall be assisted by a staff liaison assigned by the Executive Director.

Qualifications and Terms
Members of the EMS-CEC:

- Must be corporate partners in good standing
- May participate in meetings and activities
- Must adhere to applicable association policies and procedures

<u>**Procedures**</u>

The EMS-CEC shall organize itself in accordance with expectations defined by the board. The EMS-CEC may, subject to compliance with the NAEMT bylaws, independently develop and adopt any rules, procedures, or methods needed to effectively perform its functions in accordance with the provisions of this policy.

Topics for discussion include updates on key federal and state legislation and regulation, new and developing equipment mandates and standards, trends in product utilization, developments in training and accreditation, and the impact of reimbursement changes on purchasing.

EMS-CEC activities and initiatives include:

- At the start of each sponsorship year, an “interest interview” meeting will be held to learn more about EMS-CEC member interests and priorities, and to share information about NAEMT’s priorities. Additional meetings may be scheduled throughout the sponsorship year as needed.
- Newsletters, calendar of events, reports, and other updates will be provided that include regulatory, legislative, and funding updates on issues of interest to the EMS-CEC members.
- A calendar of all events where NAEMT leadership plans to be in attendance will be provided.
- EMS-CEC members will be invited to attend the in-person EMS Caucus briefing.
- Webinars and other virtual or in-person educational opportunities will be held on issues of interest to EMS-CEC members.
- An invitation to participate in EMS on the Hill Day (EMSHD).
- An invitation to participate in EMS World Expo/NAEMT Annual Meeting.

The Executive Director, through the staff liaison, shall have the responsibility to represent the issues and concerns of the EMS-CEC to the board and to communicate the issues and concerns of the board to the council.

Meetings
The EMS-CEC shall meet a minimum of twice per year, virtually or face to face.

Section 4.2: Committees

4.2.1 Advocacy Committee

Policy

The Advocacy Committee shall advise the NAEMT Board of Directors on pending federal legislation and regulation and public policy issues that could impact the practice of emergency and mobile healthcare and develop and implement strategies in support of the association's advocacy priorities. The Advocacy Committee shall function through the authority granted by the board and shall devise their own rules of procedure and adopt the same, subject to compliance with the bylaws as set forth by the association, and the approval of the board.

Composition

The Advocacy Committee reports to the board and shall be comprised of a chair, vice chair, board representative, and any number of members not to exceed 25. The Advocacy Committee shall be assisted by a staff liaison assigned by the Executive Director.

Qualifications and Terms

Members of the Advocacy Committee:

- Must be NAEMT members in good standing
- Must be willing to serve and carry out the obligations of the committee
- Must attend and participate in meetings and activities
- Must adhere to all association policies, procedures, and codes applicable to volunteer service

The chair, vice chair, and board representative shall be appointed by the NAEMT president and may be subject to approval by the board. The board representative may serve as chair or vice chair. The remaining members of the Advocacy Committee are appointed by the chair and may be subject to approval by the board. The chair and vice chair shall serve two-year terms beginning January 1 in alignment with the incoming NAEMT president and shall be eligible to serve any number of successive terms to which they are appointed. The board representative shall serve a term that aligns with their board term. All other committee members shall serve a one-year term and shall be eligible to serve any number of successive terms.

All committee members may be assessed for qualifications, performance, and alignment with NAEMT strategic priorities. The vice chair and committee members may be removed at the discretion of the chair with consent of the NAEMT president. The chair may be removed at the discretion of the NAEMT president.

Procedures

The Advocacy Committee shall organize itself in accordance with expectations defined by the board. The Advocacy Committee may, subject to compliance with the NAEMT bylaws, independently develop and adopt any rules, procedures, or methods needed to effectively perform its functions in accordance with the provisions of this policy. Committee members shall be regularly updated on NAEMT activities.

The Advocacy Committee will establish short- and long-term goals based on the annual NAEMT strategic plan priorities. Responsibilities include:

- Recommending to the board federal legislative and regulatory initiatives to support or oppose using the designated levels of support in this charter.
- Recommending to the board the key legislative and public policy issues to be addressed at EMS On The Hill Day.
- Assisting headquarters staff in developing advocacy activities to advance the NAEMT public policy and advocacy agenda.
- Working in cooperation with other organizations, as appropriate, to promote passage and implementation of specific EMS legislation or regulation.
- Seeking input of other NAEMT committees to help with the development of positions on legislative and regulatory topics.
- Developing and implementing strategies to increase nationwide participation in EMS On The Hill Day and other advocacy strategies.
- Overseeing a national network of state advocacy coordinators to support grassroots EMS advocacy.
- Preparing position statements and comments on proposed legislation or regulation and public policy topics for review and approval by the board.
- Growing NAEMT's political action committee (PAC) fund by:
    - Developing and executing a strategy to grow the fund; and
    - Determining how contributions to the fund will be recognized.
- Approving recommendations for PAC financial contributions to federal legislators.
- Reviewing support requests for state legislation and regulations. State level EMS organizations affiliated with NAEMT may request support for pending state legislation or regulation that impacts and/or relates to prehospital or out-of-hospital emergent, urgent, or preventive care. The request shall be made through the designated form maintained by NAEMT headquarters. Such support may be given if the legislation or regulation is consistent with NAEMT's positions. Requests for support should include appropriate background information. The committee will recommend a support level to the NAEMT board for approval, per the below:

Level	**Action**
Actively Support	List as "we support" on the Online Legislative Service (OLS) in the Federal or State Bills section. Send letter of endorsement to bill sponsors and post on the NAEMT web site. May also participate in federal or state-directed advocacy campaigns.
Support	List as "we support" on the OLS in the Federal or State Bills section.
Support in Concept	Post level of support on OLS. Contact the bill sponsor and advocate for improvements to the bill. Other actions may include: making a statement that both supports the underlying concepts and articulates the issues that must be resolved and work with other EMS constituencies to gain a consensus for improvements to the bill.
Watch	List as "we are monitoring" on the OLS Federal or State Bills section
Oppose	List as "we oppose" on the OLS Federal or State Bills section.
Actively Oppose	List as "we oppose" on the OLS Federal or State Bills section. Send letter of opposition to bill sponsors and post on the NAEMT website. May also participate in federal or state-directed advocacy campaigns.

The chair shall be responsible for making any task assignments; interfacing with headquarters and other committees; and establishing and reporting on the status of the goals and accomplishments to the board. The members shall attend committee meetings, perform tasks assigned by the chair, and review and provide input to NAEMT programs, products, and services. The chair shall appoint representatives to serve in positions of support to other NAEMT committees as requested. The staff liaison shall maintain committee records.

The board representative shall have the responsibility to represent the issues and concerns of the Advocacy Committee to the board and to communicate the issues and concerns of the board to the committee.

Meetings
The Advocacy Committee shall meet at least quarterly leveraging virtual or in person meetings. The chair shall convene the committee and preside over such meetings. In the absence of the chair, the vice chair or appointed committee member will serve as the presiding member.

4.2.2 Candidacy and Elections Committee

Policy

The Candidacy and Elections Committee shall ensure compliance with all provisions in the NAEMT bylaws and operational policy concerning the candidacy and election process for board directors and officers, and review the selected recipients for NAEMT awards. The Candidacy and Elections Committee shall function through the authority granted by the board and shall devise their own rules of procedure and adopt the same, subject to compliance with the bylaws as set forth by the association, and the approval of the board.

Composition

The Candidacy and Elections Committee reports to the board and shall be comprised of a chair and a minimum of two and a maximum of four additional members. The Candidacy and Elections Committee shall be assisted by a staff liaison assigned by the Executive Director.

Qualifications and Terms

Members of the Candidacy and Elections Committee:

- Must be NAEMT members in good standing
- Must be willing to serve and carry out the obligations of the committee
- Must attend and participate in meetings and activities
- Must adhere to all association policies, procedures, and codes applicable to volunteer service
- Are not eligible for nomination to elected office while serving on the committee

The chair shall be appointed by the NAEMT president and may be subject to approval by the board. The remaining members of the Candidacy and Elections Committee are appointed by the chair and may be subject to approval by the board. The chair shall serve a two-year term beginning January 1 in alignment with the incoming NAEMT president and shall be eligible to serve any number of successive terms to which they are appointed. All other committee members shall serve a one-year term and shall be eligible to serve any number of successive terms.

All committee members may be assessed for qualifications, performance, and alignment with NAEMT strategic priorities. Committee members may be removed at the discretion of the chair with consent of the NAEMT president. The chair may be removed at the discretion of the NAEMT president.

Procedures

The Candidacy and Elections Committee shall organize itself in accordance with expectations defined by the board. The Candidacy and Elections Committee may, subject to compliance with the NAEMT bylaws, independently develop and adopt any rules, procedures, or methods needed to effectively perform its functions in accordance with the provisions of this policy.

Responsibilities include:

- For elections:
  - Verifying the accuracy of all candidacy statements and supporting documents submitted to NAEMT as part of the candidacy process.
  - Providing the final slate of verified candidates to the staff liaison no later than three

    - weeks prior to the commencement of voting.
    - Monitoring responses to questions posed by the committee. If the committee identifies any false or misleading information presented by a candidate, the committee chair shall notify the candidate and request a retraction of the information in question.
- For awards:
    - Review the nominations of selected recipients.
    - Provide the final slate of verified award recipients to the staff liaison no later than two weeks following the close of nominations.
- Investigating any reported issues regarding a candidate or nominee and the candidacy or nomination process. A report on the results of the committee's investigation shall be provided to the staff liaison for action, as needed.

The chair shall be responsible for making any task assignments; interfacing with headquarters and other committees; and establishing and reporting on the status of the goals and accomplishments to the board. The members shall attend committee meetings and perform tasks assigned by the chair. The staff liaison shall maintain committee records.

The chair shall have the responsibility to represent the issues and concerns of the Candidacy and Elections Committee to the board and to communicate the issues and concerns of the board to the committee.

Meetings
The Candidacy and Elections Committee shall meet at least quarterly leveraging virtual or in person meetings. The chair shall convene the committee and preside over such meetings. In the absence of the chair, an appointed committee member will serve as the presiding member.

4.2.3 Education Committee

Policy

The Education Committee shall provide advice and guidance to the NAEMT Board of Directors on all aspects of NAEMT's education program. The Education Committee shall function through the authority granted by the board and shall devise their own rules of procedure and adopt the same, subject to compliance with the bylaws as set forth by the association, and the approval of the board.

Composition

The Education Committee reports to the board and shall be comprised of a chair, vice chair, board representative, and any number of NAEMT faculty. The Education Committee shall be assisted by a staff liaison assigned by the Executive Director.

Qualifications and Terms

Members of the Education Committee:

- Must be NAEMT members in good standing
- Must be NAEMT Affiliate Faculty in at least one program
- Must be willing to serve and carry out the obligations of the committee
- Must attend and participate in meetings and activities
- Must adhere to all association policies, procedures, and codes applicable to volunteer service

The chair may recommend subject matter experts to join the committee, subject to approval by the NAEMT president.

The chair, vice chair, and board representative shall be appointed by the NAEMT president and may be subject to approval by the board. The board representative may serve as chair or vice chair. The remaining members of the Education Committee are appointed by the chair and may be subject to approval by the board. The chair and vice chair shall serve two-year terms beginning January 1 in alignment with the incoming NAEMT president and shall be eligible to serve any number of successive terms to which they are appointed. The board representative shall serve a term that aligns with their board term. All other committee members shall serve a one-year term and shall be eligible to serve any number of successive terms.

All committee members may be assessed for qualifications, performance, and alignment with NAEMT strategic priorities. The vice chair and committee members may be removed at the discretion of the chair with consent of the NAEMT president. The chair may be removed at the discretion of the NAEMT president.

Procedures

The Education Committee shall organize itself in accordance with expectations defined by the board. The Education Committee may, subject to compliance with the NAEMT bylaws, independently develop and adopt any rules, procedures, or methods needed to effectively perform its functions in accordance with the provisions of this policy. Committee members shall be regularly updated on NAEMT activities.

The Education Committee will establish short- and long-term goals based on the annual NAEMT strategic plan priorities. Responsibilities include:

- Reviewing all policies governing NAEMT's education programs, and recommending modifications, as needed, to support the achievement of NAEMT's education mission;
- Overseeing the promulgation of NAEMT education courses including the global network of regional and national education coordinators;
- Reviewing and suggesting appropriate action to address course site or faculty issues, as needed;
- Monitoring requirements and trends in EMS education, certification, re-certification, and standards to ensure that NAEMT education is in compliance with all requirements and meets the continuing education needs of EMS practitioners;
- Recommending the development of new courses or course content, as needed;
- Developing tools and resources to support NAEMT faculty; and
- Overseeing applications or renewals of education program accreditation, including CAPCE.

The chair shall be responsible for making any task assignments; interfacing with headquarters and other committees; and establishing and reporting on the status of the goals and accomplishments to the board. The members shall attend committee meetings, perform tasks assigned by the chair, and review and provide input to NAEMT programs, products, and services. The chair shall appoint representatives to serve in positions of support to other NAEMT committees as requested. The staff liaison shall maintain committee records.

The board representative shall have the responsibility to represent the issues and concerns of the Education Committee to the board and to communicate the issues and concerns of the board to the committee.

Meetings
The Education Committee shall meet at least quarterly, leveraging virtual or in-person meetings. The chair shall convene the committee and preside over such meetings. In the absence of the chair, the vice chair or appointed committee member will serve as the presiding member.

4.2.4 Education Program Committees

Policy

The Education Program Committees shall provide advice and guidance on designated course materials (e.g., AMLS, PHT, EPC). The Education Program Committees shall function through the authority granted by the board and shall devise their own rules of procedure and adopt the same, subject to compliance with the bylaws as set forth by the association, and the approval of the board.

Composition

The Education Program Committees report to the board and shall be comprised of a chair, medical director, vice chair (optional), associate medical director, and any number of EMS clinicians and other subject matter experts. The Education Program Committees shall be assisted by a staff liaison assigned by the Executive Director.

Qualifications and Terms

Members of the Education Program Committees:

- Must be NAEMT faculty members in good standing (EMS clinicians) or have appropriate subject matter expertise (physician members)
- Are encouraged to obtain and maintain NAEMT membership
- Must be willing to serve and carry out the obligations of the committee
- Must attend and participate in meetings and activities
- Must adhere to all association policies, procedures, and codes applicable to volunteer service

The chair and vice chair shall be appointed by the NAEMT president and may be subject to approval by the board. The remaining members of the Education Program Committees are appointed by their respective chairs and may be subject to approval by the board. The chairs and vice chairs shall serve two-year terms beginning January 1 in alignment with the incoming NAEMT president and shall be eligible to serve any number of successive terms to which they are appointed. All other committee members shall serve a one-year term and shall be eligible to serve any number of successive terms.

All committee members may be assessed for qualifications, performance, and alignment with NAEMT strategic priorities. The vice chairs and committee members may be removed at the discretion of the chair with consent of the NAEMT president. The chairs may be removed at the discretion of the NAEMT president.

Procedures

The Education Program Committees shall organize in accordance with expectations defined by the board. The Education Program Committees may, subject to compliance with the NAEMT bylaws, independently develop and adopt any rules, procedures, or methods needed to effectively perform its functions in accordance with the provisions of this policy. Committee members shall be regularly updated on NAEMT activities.

The Education Program Committees will establish short- and long-term goals based on the annual NAEMT strategic plan priorities. Responsibilities include:

- Work in cooperation with headquarters and NAEMT's publishing partner to develop course materials in accordance with established agreements;

- Determine qualifications for instructors to teach courses;
- Provide advice and guidance to course faculty, as requested.
- Assist with course promulgation, as requested.
- Develop and/or review clinical position statements, as requested.

The chairs shall be responsible for making any task assignments; interfacing with headquarters and other committees; and establishing and reporting on the status of the goals and accomplishments to the board. The members shall attend committee meetings, perform tasks assigned by the chairs, and review and provide input to NAEMT programs, products, and services. The chairs shall appoint representatives to serve in positions of support to other NAEMT committees as requested. The staff liaison shall maintain committee records.

The chairs shall have the responsibility to represent the issues and concerns of the Education Program Committees to the board and to communicate the issues and concerns of the board to the committees.

The NAEMT board may invite national EMS organizations to appoint a liaison to the Education Program Committees, in alignment with NAEMT strategic goals.

Meetings
The Education Program Committees shall meet at least quarterly, leveraging virtual or in-person meetings. The chair shall convene the committee and preside over such meetings. In the absence of the chair, the vice chair or appointed committee member will serve as the presiding member.

4.2.5 EMS Economics Committee

Policy

The EMS Economics Committee shall advise the NAEMT Board of Directors on strategies and actions to increase the economic strength and resiliency of EMS through both revenue enhancements and operational efficiencies. The EMS Economics Committee shall function through the authority granted by the board and shall devise their own rules of procedure and adopt the same, subject to compliance with the bylaws as set forth by the association, and the approval of the board.

Composition

The EMS Economics Committee reports to the board and shall be comprised of a chair, vice chair, board representative, and up to twelve (12) members. The committee may have any number of ex-officio organizational liaisons and/or advisors. The committee shall be assisted by a staff liaison assigned by the Executive Director.

Qualifications and Terms

Members of the EMS Economics Committee:

- Must be NAEMT members in good standing with preference towards members with an EMS economics or financial management background
- Must be willing to serve and carry out the obligations of the committee
- Must attend and participate in meetings and activities
- Must adhere to all association policies, procedures, and codes applicable to volunteer service

The chair, vice chair, and board representative shall be appointed by the NAEMT president and may be subject to approval by the board. The board representative may serve as chair or vice chair. The remaining members of the EMS Economics Committee are appointed by the chair and may be subject to approval by the board. The chair and vice chair shall serve two-year terms beginning January 1 in alignment with the incoming NAEMT president and shall be eligible to serve any number of successive terms to which they are appointed. The board representative shall serve a term that aligns with their board term. All other committee members shall serve a one-year term and shall be eligible to serve any number of successive terms.

All committee members may be assessed for qualifications, performance, and alignment with NAEMT strategic priorities. The vice chair and committee members may be removed at the discretion of the chair with consent of the NAEMT president. The chair may be removed at the discretion of the NAEMT president.

Procedures

The EMS Economics Committee shall organize itself in accordance with expectations defined by the board. The committee may, subject to compliance with the NAEMT bylaws, independently develop and adopt any rules, procedures, or methods needed to effectively perform its functions in accordance with the provisions of this policy. Committee members shall be regularly updated on NAEMT activities.

The EMS Economics Committee will establish short- and long-term goals based on the annual NAEMT strategic plan priorities. Responsibilities include:

- Advocating for increased EMS funding and value of the profession.
- Developing, educating for implementation, and advocating for funding for innovative, patient-centered approaches to integrated care models and best practices.
- Identifying and disseminating strategies for EMS agencies to implement new services and roles to enhance financial resiliency.
- Researching and educating EMS agencies on opportunities for operational efficiencies through data collection, analysis, and reporting.
- Reviewing, analyzing, and providing comment to proposed changes in federal and state legislation and/or regulation impacting EMS funding.
- Reviewing and developing comments on proposed industry standards and quality measures that impact EMS financial management.
- Collaborating with internal and external stakeholders on education of EMS economics and financial management.

The chair shall be responsible for making any task assignments; interfacing with headquarters and other committees; and establishing and reporting on the status of the goals and accomplishments to the board. The members shall attend committee meetings, perform tasks assigned by the chair, and review and provide input to NAEMT programs, products, and services. The chair shall appoint representatives to serve in positions of support to other NAEMT committees as requested. The staff liaison shall maintain committee records.

The board representative shall have the responsibility to represent the issues and concerns of the EMS Economics Committee to the board and to communicate the issues and concerns of the board to the committee.

Meetings
The EMS Economics Committee shall meet at least quarterly leveraging virtual or in person meetings. The chair shall convene the committee and preside over such meetings. In the absence of the chair, the vice chair or appointed committee member will serve as the presiding member.

4.2.6 EMS Lighthouse Leadership Committee

Policy

The EMS Lighthouse Leadership Committee shall maintain a program to identify, develop, and mentor the next generation of EMS leaders. The EMS Lighthouse Leadership Committee shall function through the authority granted by the board and shall devise their own rules of procedure and adopt the same, subject to compliance with the bylaws as set forth by the association, and the approval of the board.

Composition

The EMS Lighthouse Leadership Committee reports to the board and shall be comprised of a chair, vice chair, board representative, and up to nine (9) members. The committee shall be assisted by a staff liaison assigned by the Executive Director.

Qualifications and Terms

Members of the EMS Lighthouse Leadership Committee:

- Must be NAEMT members in good standing with subject matter expertise in leadership development
- Must be willing to serve and carry out the obligations of the committee
- Must attend and participate in meetings and activities
- Must adhere to all association policies, procedures, and codes applicable to volunteer service

The chair, vice chair, and board representative shall be appointed by the NAEMT president and may be subject to approval by the board. The board representative may serve as chair or vice chair. The remaining members of the EMS Lighthouse Leadership Committee are appointed by the chair and may be subject to approval by the board. The chair and vice chair shall serve two-year terms beginning January 1 in alignment with the incoming NAEMT president and shall be eligible to serve any number of successive terms to which they are appointed. The board representative shall serve a term that aligns with their board term. All other committee members shall serve a one-year term and shall be eligible to serve any number of successive terms.

All committee members may be assessed for qualifications, performance, and alignment with NAEMT strategic priorities. The vice chair and committee members may be removed at the discretion of the chair with consent of the NAEMT president. The chair may be removed at the discretion of the NAEMT president.

Procedures

The EMS Lighthouse Leadership Committee shall organize itself in accordance with expectations defined by the board. The committee may, subject to compliance with the NAEMT bylaws, independently develop and adopt any rules, procedures, or methods needed to effectively perform its functions in accordance with the provisions of this policy. Committee members shall be regularly updated on NAEMT activities.

The EMS Lighthouse Leadership Committee will establish short- and long-term goals based on the annual NAEMT strategic plan priorities. Responsibilities include:

- Developing and refining the program structure
- Recruiting, selecting, preparing, and monitoring mentors
- Recruiting, selecting, and preparing mentees to participate in the program
- Providing leadership development workshops for mentees

The chair shall be responsible for making any task assignments; interfacing with headquarters and other committees; and establishing and reporting on the status of the goals and accomplishments to the board. The members shall attend committee meetings, perform tasks assigned by the chair, and review and provide input to NAEMT programs, products, and services. The chair shall appoint representatives to serve in positions of support to other NAEMT committees as requested. The staff liaison shall maintain committee records.

The board representative shall have the responsibility to represent the issues and concerns of the EMS Lighthouse Leadership Committee to the board and to communicate the issues and concerns of the board to the committee.

Meetings
The EMS Lighthouse Leadership Committee shall meet at least quarterly leveraging virtual or in person meetings. The chair shall convene the committee and preside over such meetings. In the absence of the chair, the vice chair or appointed committee member will serve as the presiding member.

4.2.7 EMS Workforce Committee

Policy

The EMS Workforce Committee shall advise the NAEMT Board of Directors on issues to strengthen and grow the EMS workforce and protect the overall wellbeing of the individual clinician. The EMS Workforce Committee shall function through the authority granted by the board and shall devise their own rules of procedure and adopt the same, subject to compliance with the bylaws as set forth by the association, and the approval of the board.

Composition

The EMS Workforce Committee reports to the board and shall be comprised of a chair, vice chair, board representative, and up to twelve (12) members. The committee may have any number of ex-officio organizational liaisons and/or advisors. The committee shall be assisted by a staff liaison assigned by the Executive Director.

Qualifications and Terms

Members of the EMS Workforce Committee:

- Must be NAEMT members in good standing
- Must be willing to serve and carry out the obligations of the committee
- Must attend and participate in meetings and activities
- Must adhere to all association policies, procedures, and codes applicable to volunteer service

The chair, vice chair, and board representative shall be appointed by the NAEMT president and may be subject to approval by the board. The board representative may serve as chair or vice chair. The remaining members of the EMS Workforce Committee are appointed by the chair and may be subject to approval by the board. The chair and vice chair shall serve two-year terms beginning January 1 in alignment with the incoming NAEMT president and shall be eligible to serve any number of successive terms to which they are appointed. The board representative shall serve a term that aligns with their board term. All other committee members shall serve a one-year term and shall be eligible to serve any number of successive terms.

All committee members may be assessed for qualifications, performance, and alignment with NAEMT strategic priorities. The vice chair and committee members may be removed at the discretion of the chair with consent of the NAEMT president. The chair may be removed at the discretion of the NAEMT president.

Procedures

The EMS Workforce Committee shall organize itself in accordance with expectations defined by the board. The committee may, subject to compliance with the NAEMT bylaws, independently develop and adopt any rules, procedures, or methods needed to effectively perform its functions in accordance with the provisions of this policy. Committee members shall be regularly updated on NAEMT activities.

The EMS Workforce Committee will establish short- and long-term goals based on the annual NAEMT strategic plan priorities. Areas of responsibilities include:

- Promoting EMS recruitment
- Recognizing the EMS workforce and its capabilities
- Advancing EMS workforce data, research, and advocacy
- Promoting a safe and healthy work environment for EMS clinicians
- Advocating for the health and wellbeing of EMS clinicians
- Promoting EMS careers and expanding opportunities for professional growth

The chair shall be responsible for making any task assignments; interfacing with headquarters and other committees; and establishing and reporting on the status of the goals and accomplishments to the board. The members shall attend committee meetings, perform tasks assigned by the chair, and review and provide input to NAEMT programs, products, and services. The chair shall appoint representatives to serve in positions of support to other NAEMT committees as requested. The staff liaison shall maintain committee records.

The board representative shall have the responsibility to represent the issues and concerns of the EMS Workforce Committee to the board and to communicate the issues and concerns of the board to the committee.

Meetings
The EMS Workforce Committee shall meet at least quarterly leveraging virtual or in person meetings. The chair shall convene the committee and preside over such meetings. In the absence of the chair, the vice chair or appointed committee member will serve as the presiding member.

4.2.8 Events Committee

Policy

The function of the NAEMT Events Committee shall be to help in the planning and execution of association events such as EMS on the Hill Day and the NAEMT Annual Meeting. The Events Committee shall function through the authority granted by the board and shall devise their own rules of procedure and adopt the same, subject to compliance with the bylaws as set forth by the association, and the approval of the board.

Composition

The committee shall report to the Board of Directors. The committee shall be comprised of a chair, board representative, and a minimum of three additional members. Committee positions are established to help accomplish goals and initiatives based on organizational need. The committee will be supported by a staff or contractor liaison who will be assigned by NAEMT's Executive Director.

Qualifications and Terms

Members of the EMS Events Committee:

- Must be NAEMT members in good standing
- Must be willing to serve and carry out the obligations of the committee
- Must attend and participate in meetings and activities
- Must adhere to all association policies, procedures, and codes applicable to volunteer service

The chair and board representative shall be appointed by the NAEMT president and may be subject to approval by the board. The board representative may serve as chair. The remaining members of the Events Committee are appointed by the chair and may be subject to approval by the board. The chair shall serve a two-year term beginning January 1 in alignment with the incoming NAEMT president and shall be eligible to serve any number of successive terms to which they are appointed. The board representative shall serve a term that aligns with their board term. All other committee members shall serve a one-year term and shall be eligible to serve any number of successive terms.

All committee members may be assessed for qualifications, performance, and alignment with NAEMT strategic priorities. Committee members may be removed at the discretion of the chair with consent of the NAEMT president. The chair may be removed at the discretion of the NAEMT president.

Procedures

The Events Committee actively participates in the planning of certain NAEMT events and provides direction during planning meetings and onsite. Along with suggestions from NAEMT and event planning staff, the committee shall assess previously held events using attendee feedback surveys and conduct a competitive landscape analysis to recommend improvements. The committee will work with staff and subject matter experts, and other NAEMT volunteers, on educational content selection, as appropriate. Committee members shall be the visible ambassadors for membership, attendees, and exhibitors before and during the event. The committee will assist with coordination and management of volunteers being used for various functions at the event and, as needed, oversee the logistics for designated sessions or workshops.

The chair shall be responsible for making any task assignments; interfacing with headquarters and other committees; and establishing and reporting on the status of the goals and accomplishments to the board. The members shall attend committee meetings, perform tasks assigned by the chair, and review and provide input to NAEMT programs, products, and services. The chair shall appoint representatives to serve in positions of support to other NAEMT committees as requested. The staff liaison shall maintain committee records.

The board representative shall have the responsibility to represent the issues and concerns of the Events Committee to the board and to communicate the issues and concerns of the board to the committee.

Meetings

The Events Committee shall meet as needed during the year, generally occurring shortly after the previous event and a final meeting shortly before the next event. The chair shall convene the committee and preside over such meetings. In the absence of the chair, the vice chair or appointed committee member will serve as the presiding member.

4.2.9 Finance Committee

Policy

The Finance Committee ensures that NAEMT's financial activities comply with legal requirements and are aligned with its strategic goals. The NAEMT fiscal year is January 1 through December 31. The Finance Committee shall function through the authority granted by the board and shall devise their own rules of procedure and adopt the same, subject to compliance with the bylaws as set forth by the association, and the approval of the board.

Composition

The committee shall report to the Board of Directors. The committee shall be comprised of a chair and a minimum of three additional members. The committee will be supported by a staff liaison who will be assigned by NAEMT's Executive Director.

Qualifications and Terms

Members of the Finance Committee:

- Must be NAEMT members in good standing
- Must be willing to serve and carry out the obligations of the committee
- Must attend and participate in meetings and activities
- Must adhere to all association policies, procedures, and codes applicable to volunteer service

The chair shall be the current NAEMT Treasurer. The remaining members of the Finance Committee are appointed by the chair and may be subject to approval by the board. The chair shall serve a term that aligns with their board term. All other committee members shall serve a one-year term and shall be eligible to serve any number of successive terms.

All committee members may be assessed for qualifications, performance, and alignment with NAEMT strategic priorities. Committee members may be removed at the discretion of the chair with consent of the NAEMT president. The chair may be removed at the discretion of the NAEMT president.

Procedures

The Finance Committee reviews and recommends the annual operating budget to the board, ensuring the organization's budget is balanced and in line with its mission and goals. Headquarters shall prepare the annual operating budget for the committee prior to submission to the board for final approval.

The Finance Committee ensures that the association complies with financial reporting requirements, tax regulations, and other legal obligations. The committee monitors financial operations and those in charge of them. Financial statements shall be provided to the committee at least quarterly for review prior to distribution to the board. Purchases or payments that exceed $5,000 require the approval of the Treasurer.

The Finance Committee regularly reviews and updates financial and investment policies and procedures, as well as insurance policies:

- General liability insurance shall be maintained in an amount that is sufficient to protect the association's assets from general exposures.

- Directors and Officers (D&O) liability insurance shall be maintained to protect the association and the individual members of the board from liability and legal defense costs associated with the decisions and actions of the board.
- Travel insurance shall be maintained to cover those traveling on approved association business.
- Cyber insurance shall be maintained to protect the association from the cost of internet-based threats affecting IT infrastructure and activities which may not be covered by commercial liability policies and traditional insurance products.

On a biannual basis (every two years), the association shall contract with a certified public accounting firm to conduct an audit in accordance with generally accepted auditing standards. Headquarters will recommend an auditor to the president and treasurer for approval. The auditor shall present the results of the audit to the Finance Committee. The committee reviews audit reports and helps develop plans to address any issues found. The final audit report shall be provided to the board.

The chair shall be responsible for making any task assignments; interfacing with headquarters and other committees; and establishing and reporting on the status of the goals and accomplishments to the board. The members shall attend committee meetings, perform tasks assigned by the chair, and review and provide input to NAEMT programs, products, and services. The chair shall appoint representatives to serve in positions of support to other NAEMT committees as requested. The staff liaison shall maintain committee records.

The chair shall have the responsibility to represent the issues and concerns of the Finance Committee to the board and to communicate the issues and concerns of the board to the committee.

Meetings
The Finance Committee shall meet at least quarterly leveraging virtual or in person meetings. The chair shall convene the committee and preside over such meetings. In the absence of the chair an appointed committee member will serve as the presiding member.

4.2.10 Membership Committee

Policy

The Membership Committee shall assist the NAEMT Board of Directors in membership recruitment and retention. The Membership Committee shall function through the authority granted by the board and shall devise their own rules of procedure and adopt the same, subject to compliance with the bylaws as set forth by the association, and the approval of the board.

Composition

The Membership Committee reports to the board and shall be comprised of a chair, vice chair, board representative, and up to twelve additional members to include at least one member from each NAEMT region. The Membership Committee shall be assisted by a staff liaison assigned by the Executive Director.

Qualifications and Terms

Members of the Membership Committee:

- Must be NAEMT members in good standing
- Must be willing to serve and carry out the obligations of the committee
- Must attend and participate in meetings and activities
- Must adhere to all association policies, procedures, and codes applicable to volunteer service

The chair, vice chair, and board representative shall be appointed by the NAEMT president and may be subject to approval by the board. The board representative may serve as chair or vice chair. The remaining members of the Membership Committee are appointed by the chair and may be subject to approval by the board. The chair and vice chair shall serve two-year terms beginning January 1 in alignment with the incoming NAEMT president and shall be eligible to serve any number of successive terms to which they are appointed. The board representative shall serve a term that aligns with their board term. All other committee members shall serve a one-year term and shall be eligible to serve any number of successive terms.

All committee members may be assessed for qualifications, performance, and alignment with NAEMT strategic priorities. The vice chair and committee members may be removed at the discretion of the chair with consent of the NAEMT president. The chair may be removed at the discretion of the NAEMT president.

Procedures

The Membership Committee shall organize itself in accordance with expectations defined by the board. The committee may, subject to compliance with the NAEMT bylaws, independently develop and adopt any rules, procedures, or methods needed to effectively perform its functions in accordance with the provisions of this policy. Committee members shall be regularly updated on NAEMT activities.

The Membership Committee will establish short- and long-term goals based on the annual NAEMT strategic plan priorities. Responsibilities include:

- Working with the staff to develop an outreach strategy to increase the number of active members.
- Reviewing the results of outreach campaigns and recommending modifications to strategies as needed.
- Reviewing the current package of member benefits and services on a regular basis and recommending additions or changes, as needed.
- Reviewing the association's membership statistics on a regular basis and note any significant changes or trends.
- Overseeing a network of membership coordinators to support NAEMT membership growth and engagement.

The chair shall be responsible for making any task assignments; interfacing with headquarters and other committees; and establishing and reporting on the status of the goals and accomplishments to the board. The members shall attend committee meetings, perform tasks assigned by the chair, and review and provide input to NAEMT programs, products, and services. The chair shall appoint representatives to serve in positions of support to other NAEMT committees as requested. The staff liaison shall maintain committee records.

The board representative shall have the responsibility to represent the issues and concerns of the Membership Committee to the board and to communicate the issues and concerns of the board to the committee.

Meetings
The Membership Committee shall meet at least quarterly leveraging virtual or in person meetings. The chair shall convene the committee and preside over such meetings. In the absence of the chair, the vice chair or appointed committee member will serve as the presiding member.

Section 4.3: Coordinator Networks

4.3.1 Advocacy Coordinators

NAEMT advocacy coordinators support the association's legislative priorities on a local, regional, and state level within their respective areas. Coordinators conduct outreach, serve as a resource, provide education, and build relationships through a grassroots network. Coordinators serve as positive ambassadors for NAEMT.

Composition
Advocacy coordinators report to the Advocacy Committee. There shall be any number of NAEMT advocacy coordinators. The coordinator network shall be assisted by a staff liaison assigned by the Executive Director.

Qualifications and Terms
Members of the advocacy coordinator network must:

- Be NAEMT members in good standing.
- Attend and participate in meetings and activities.
- Adhere to all association policies, procedures, and codes applicable to volunteer service.
- Have an interest in and ability to devote the time necessary to effectively serve in this position.
- Have the ability to effectively communicate NAEMT's legislative priorities.
- Maintain a good reputation within the EMS community.
- Provide regular updates to the Advocacy Committee Chair and NAEMT staff liaison regarding outreach efforts.

NAEMT advocacy coordinators are appointed by the NAEMT Advocacy Committee Chair. Advocacy coordinators continuing to meet the qualifications and responsibilities as set forth in this policy may serve in the position for the duration of viability and interest. Appointments are reviewed by the Advocacy Committee Chair on a regular basis and may be assessed for qualifications and performance. Coordinators may be removed at the discretion of the chair.

Procedures

Recruitment

- Candidates submit application via NAEMT website.
- Candidates' information is reviewed by staff to ensure eligibility.
- Candidates' information is sent to the Advocacy Committee Chair for their review.
- Candidates' information is sent to the current advocacy, education, and membership coordinators in the state, if applicable, for review.
- Candidates' information is sent to the respective NAEMT affiliate, if applicable, for review. If the candidate was recommended by the affiliate and for any reason NAEMT does not select the affiliate's recommended applicant, this will be communicated to the affiliate.
- Interviews are scheduled with staff liaison.
- Once interviews have been conducted, staff liaison will make their recommendation to the Advocacy Chair.
- The Advocacy Chair reviews and either approves or denies the recommendation.
- An email is sent to the candidate letting them know of the decision.
- The staff liaison helps support the volunteer in this new role and is available to answer any questions.

- Updates to the database are made to reflect changes.

Duties and Responsibilities

- Actively promote NAEMT at the local, regional, and state level within their respective areas.
- Build and maintain a network:
  - Grow a grassroots network of EMS professionals passionate about EMS legislative issues and encourage their participation in national EMS advocacy efforts.
  - Assist their networks with communicating with Congress and their staff. Help them to schedule district office meetings. Make them aware of the advocacy resources NAEMT offers.
  - Keep their networks up-to-date on the introduction and status of pending congressional legislation and federal regulations.
- Meet and build relationships with the officials in the state EMS Office, the board of the state EMS association(s), and the members of regional and local EMS councils. Offer to be a resource on federal EMS policy.
- Participate in legislative campaigns (OLS, telephone, or in-person) and encourage EMS professionals from their region to participate.
- Serve as a conduit of information to EMS professionals in their region for NAEMT legislative initiatives.
- Attend monthly NAEMT Advocacy Coordinator briefings.
- Stay updated on NAEMT legislative priorities.
- Serve as the NAEMT advocacy point of contact in their respective area.
- Provide regular reports to NAEMT on efforts in the area.
- Advise NAEMT, in writing, of any difficulties and/or any relevant field information in a timely manner.
- Establish and maintain relations with education and membership coordinators in their area.

Meetings

Advocacy coordinators shall meet at least monthly. The Advocacy Committee Chair and staff liaison shall collaborate to convene the meetings and preside over such meetings.

4.3.2 Education Coordinators

<u>Policy</u>

NAEMT education coordinators assist in ensuring that NAEMT courses are conducted in a quality manner and in compliance with NAEMT policies on a local and regional level. Coordinators build awareness of and support for NAEMT education with government agencies responsible for overseeing EMS, EMS training centers, and EMS agencies in their respective areas. Coordinators serve as positive ambassadors for NAEMT.

Composition

There shall be any number of NAEMT education coordinators at the state, provincial, and/or regional level. The coordinator network shall be assisted by a staff liaison assigned by the Executive Director. Education coordinators are accountable to NAEMT.

Qualifications and Terms

Members of the education coordinator network must:

- Be NAEMT members in good standing.
- Be an experienced NAEMT Affiliate Faculty member and serve as an Affiliate Faculty member for at least one NAEMT course.
- Be interested in and can devote the time necessary to effectively serve.
- Be able to effectively communicate the value and benefits of NAEMT education.
- Have a good reputation within the EMS education community in their respective area.
- Reside and/or work in the area in which they serve.
- Provide a letter of recommendation from their training center medical director, college dean, or other individual who has a direct knowledge of their qualifications.
- Not hold a leadership position with a competing education program.
- Possess good written and verbal communication skills.
- Adhere to all association policies, procedures, and codes applicable to volunteer service.

NAEMT education coordinators are appointed by the NAEMT Education Committee Chair. Education coordinators continuing to meet the qualifications and responsibilities as set forth in this policy may serve in the position for the duration of viability and interest. Appointments are reviewed by the Education Committee Chair on a regular basis and may be assessed for qualifications and performance. Coordinators may be removed at the discretion of the chair.

<u>Procedures</u>

Recruitment

- An email communication is sent out to the Affiliate Faculty in the respective state.
- Individuals who are interested in applying for this volunteer position will need to submit a letter of interest, CV/Resume, and a letter of recommendation. This information is sent to education@naemt.org.
- Candidates' information is reviewed by staff to ensure all requested documents have been received.
- Candidates' information is sent to the respective Regional Coordinator for their review.

- Candidates’ information is sent to the current advocacy, education, and membership coordinators in the state, if applicable, for review.
- Candidates’ information is sent to the respective NAEMT affiliate, if applicable, for review. If the candidate was recommended by the affiliate and for any reason NAEMT does not select the affiliate’s recommended applicant, this will be communicated to the affiliate.
- Interviews are scheduled with staff and respective Regional Coordinator.
- Once interviews have been conducted – Regional Coordinator will make their recommendation to the Education Chair.
- The Education Chair reviews and either approves or denies the recommendation.
- An email is sent to the candidate letting them know of the decision.
- To help support the volunteer in this new role, the staff liaison schedules a zoom meeting, and walks through the position, providing an opportunity for the volunteer to ask questions. Prior to the zoom call, a list of Affiliate Faculty and training centers in their state are provided so they can get a better understanding of who and where NAEMT business is being conducted.
- Updates to the database are made to reflect changes.

Duties and Responsibilities

- Establish and maintain relations with government agencies that have jurisdiction over EMS in their area, and work to ensure that government agency leaders are aware of and understand the courses and education services provided by NAEMT.
- Provide NAEMT with a summary of their area’s positions on EMS continuing education, including re-licensure requirements.
- Establish and maintain relations with EMS training centers in their area and work to ensure that training center leaders are aware of and understand the courses and education services provided by NAEMT.
- Refer EMS training centers interested in conducting an NAEMT education course to NAEMT for follow up.
- Actively promote NAEMT education within their area.
- Present and discuss the benefits of NAEMT education in publications, and at EMS events. When possible, attend the EMS conferences in the area and help facilitate the addition of appropriate NAEMT courses to pre-conference offerings.
- Serve as the NAEMT education point of contact in their respective area.
- Provide regular reports to NAEMT on education efforts in the area.
- Advise NAEMT HQ, in writing, of any difficulties and/or any relevant field information in a timely manner.
- Work with NAEMT HQ to identify and appoint qualified course coordinators as affiliate faculty.
- Monitor training centers and/or instructor candidates, when requested by NAEMT.
- Assist with training center and faculty quality assurance, when requested by NAEMT.
- Establish and maintain relations with advocacy and membership coordinators in their area.

4.3.3 Membership Coordinators

Policy

NAEMT membership coordinators assist in membership development by building and supporting awareness of NAEMT through outreach, growth, and retention efforts on a local and regional level within their respective areas. Coordinators serve as positive ambassadors for NAEMT.

Composition

Membership coordinators report to the Membership Committee. There shall be any number of NAEMT membership coordinators. The coordinator network shall be assisted by a staff liaison assigned by the Executive Director.

Qualifications and Terms

Members of the membership coordinator network must:

- Be NAEMT members in good standing for at least one year.
- Attend and participate in meetings and activities.
- Adhere to all association policies, procedures, and codes applicable to volunteer service.
- Have an interest in and ability to devote the time necessary to effectively serve in this position.
- Have the ability to effectively communicate the value and benefits of NAEMT membership.
- Maintain a good reputation within the EMS community.
- Provide regular updates to the Membership Committee Chair and NAEMT staff liaison regarding outreach efforts.

NAEMT membership coordinators are appointed by the NAEMT Membership Committee Chair. Membership coordinators continuing to meet the qualifications and responsibilities as set forth in this policy may serve in the position for the duration of viability and interest. Appointments are reviewed by the Membership Committee Chair on a regular basis and may be assessed for qualifications and performance. Coordinators may be removed at the discretion of the chair.

Procedures

Recruitment

- Candidates submit application via NAEMT website.
- Candidates' information is reviewed by staff to ensure eligibility.
- Candidates' information is sent to the Membership Committee Chair for their review.
- Candidates' information is sent to the current advocacy, education, and membership coordinators in the state, if applicable, for review.
- Candidates' information is sent to the respective NAEMT affiliate, if applicable, for review. If the candidate was recommended by the affiliate and for any reason NAEMT does not select the affiliate's recommended applicant, this will be communicated to the affiliate.
- Interviews are scheduled with staff liaison.
- Once interviews have been conducted, staff liaison will make their recommendation to the Membership Chair.
- The Membership Chair reviews and either approves or denies the recommendation.
- An email is sent to the candidate letting them know of the decision.

- The staff liaison helps support the volunteer in this new role and is available to answer any questions.
- Updates to the database are made to reflect changes.

Duties and Responsibilities

- Actively promote NAEMT within their area.
- Support NAEMT's marketing campaigns for retention and recruitment of individual and agency membership.
- Stay updated on member benefits and remain knowledgeable to effectively promote membership growth and retention.
- Establish and maintain relations with agencies in their geographic area, and work to ensure agency leaders are aware of and understand the value of NAEMT.
- Present and discuss the benefits of NAEMT at EMS events. When possible, attend EMS conferences in the area.
- Serve as the NAEMT membership point of contact in their respective area.
- Provide regular reports to NAEMT on efforts in the area.
- Advise NAEMT, in writing, of any difficulties and/or any relevant field information in a timely manner.
- Establish and maintain relations with advocacy and education coordinators in their area.

Meetings

Membership coordinators shall meet at least bi-monthly. The Membership Committee Chair and staff liaison shall collaborate to convene the meetings and preside over such meetings.

Section 5: NAEMT Leadership

Section 5.1: Board of Directors

5.1.1 Composition

Policy

The Board of Directors is the governing body of the association. In this role it is vested with the government and management of NAEMT. Its mission is to establish and provide direction, leadership, and policy to achieve the vision and serve the membership.

The board shall consist of five officers and ten directors who are elected by the active members of the association. The five officers are president, president-elect, immediate past president, secretary, and treasurer. These fifteen members of the board shall be voting members of said board. The medical director, appointed by the president, is an ex-officio member of the board with no voting rights. A quorum of the board is a majority of the board members then in office and present at any meeting.

For the purposes of board representation, the United States and its territories shall be divided into ten geographic regions that are generally equal in terms of the estimated number of active NAEMT members. The states and U.S. territories included in each region are below. For each geographic region, one director shall be elected by the active members in their region. Directors who represent a region shall reside within the territorial boundaries of that region. Board seats elected in even numbered years: 1, 5, 7, 8, 10. Board seats elected in odd numbered years: 2, 3, 4, 6, 9.

Regions
(1) Northeast: CT, MA, ME, NH, NY, RI, VT
(2) East Central: NJ, OH, PA
(3) Mid-Atlantic: DC, DE, MD, NC, VA, WV
(4) Southeast Coast: GA, SC, TN
(5) Gulf Coast: AL, FL, LA, MS, PR, USVI
(6) Midwest: IN, KY, MI, WI
(7) Great Plains: AR, IA, IL, MN, MO, ND, SD
(8) South Central: KS, NE, OOK, TX
(9) West Coast: CA, HI, NV, OR, WA, American Samoa, Guam, Northern Mariana Islands, International
(10) Mountain: AK, AZ, CO, ID, MT, NM, UT, WY

Officers and directors of the board, except the medical director, shall be active members in good standing of the association.

Term
The officers and directors, except the immediate past president and the president who shall assume said office by succession when the president-elect assumes office, shall be elected by the active members of the association. Officers and directors shall assume office on January 1 following the annual election. The term of office for all officers shall be two years and shall be unlimited. The officers shall serve in these offices until their successors are duly elected. The term of office for all directors shall be two years and shall be unlimited. The directors' terms shall be staggered so that five new directors are elected in odd years and five new directors are elected in even years. The immediate past president automatically serves an additional two-year term as past president.

The board employs an executive director and provides them with resources necessary to perform duties as directed.

<u>Procedures</u>

General Duties

1. Establish and articulate the mission and vision and outlines goals to sustain and reach both.
2. Develop, adopt, and provide direction on strategic plan.
3. Ensure effective organizational planning is in place.
4. Meet at least two times a year at the behest of the president or by action of one-third of the board of directors then in office.
5. Make such regulations as shall be necessary for the protection of the property of the association and for the preservation of good order in the conduct of its affairs.
6. Prepare and submit reports prior to board meetings, as needed.
7. Present business for action by the board.
8. Represent the broad membership of the organization.
9. Enhance the organization's public standing.
10. Communicate with NAEMT stakeholders about important decisions affecting NAEMT.
11. Represent NAEMT in a professional manner.
12. Create and set policy.
13. Prepare for meetings, vote on ballots between meetings, serve on committees and task forces as assigned.
14. Monitor overall operations, including oversight and evaluation of goals achievement.
15. Create and dissolve committees.
16. Determine, monitor, and strengthen programs, products, education, and services.
17. Assist in recruiting, orienting, and mentoring new board members.
18. Partner and communicate well with headquarters.
19. Assist in search for and development of annual goals and assessment of Executive Director.

Governance Documents

1. Make proposals as deemed necessary for amending the bylaws and the NAEMT Policy & Procedure Manual.
2. Consider and act upon proposals submitted by the membership for amending the bylaws and the NAEMT Policy & Procedure Manual.
3. Comply with and ensure alignment between the Articles of Incorporation, bylaws, and the NAEMT Policy & Procedure Manual.

Elections

1. Officially declare election of officers and directors.
2. Elect a member of the association to fill any unexpired portion of board office term except office of president. The president-elect shall become president if that office becomes vacant.
3. Declare adoption of amendments to the bylaws.

Finances

1. Set financial goals and ensure management of resources.
2. Approve annual budget submitted by the Finance Committee.
3. Adopt policy and provide any special authority for disbursement of funds by the treasurer.
4. Direct treasurer to submit accounts to the inspection of an outside, independent auditor.

Board of Director Meetings

1. Headquarters shall send copies of the minutes to the members of the board.
2. The agenda for all board meetings and the minutes thereof will be placed on file with headquarters.

Individual Duties

1. Each member shall plan, organize, and carry out assignments at the request of the president or of the board of a nature which falls outside their normal scope of responsibility.
2. Individual board members are frequently designated to lead task forces, organize projects and carry out assignments at the request of the board. Board members will not be assigned without their agreement. These assignments will have specific deliverable dates as well as established communication and status reporting. The board member is responsible for communicating the status of these initiatives on a regular and timely basis.

Rules of Engagement

Mission, vision, and values: The board will ensure that all decisions and actions are aligned with the organization's mission, vision, and values. Encourage individuals to be ambassadors of the organization's values and hold everyone accountable to uphold them.

Passion for ideas: The board will encourage open and constructive discussion of ideas, regardless of who they come from. Everyone's ideas should be given equal consideration, and constructive criticism should be provided to improve them.

Being nimble: The board will encourage flexibility and adaptability in response to changing circumstances. Be open to change and new approaches to problem-solving. Create an environment that supports creativity and collaboration.

Diverse ideas: The board will foster an environment that embraces diversity of thought and background. Encourage individuals to bring their unique perspectives and experiences to the table and ensure that all voices are heard and valued. Create opportunities for cross-functional collaboration and diverse teams.

Practical strategies: The board will encourage individuals to focus on practical and feasible solutions to problems. Encourage the development of strategies that are grounded, rather than overly optimistic or unrealistic. Ensure that plans are well thought out and consider potential challenges and risks.

Situational awareness: The board will encourage individuals to be aware of their surroundings and the context in which they are operating. Encourage individuals to take a step back and consider the bigger picture before making decisions. Ensure that headquarters has access to the information they need to make informed decisions.

Leadership and organization: The board will encourage a culture of leadership and ownership at all levels of the organization. Provide opportunities for individuals to develop their leadership skills. Ensure that the organization is well-organized and structured in a way that supports efficiency and collaboration.

5.1.2 Resignation and Removal of Board Members

Policy

An officer or director may resign at any time by delivering a letter of resignation to the secretary of the association. Such resignation shall be effective upon receipt or at a time specific as detailed in said letter of resignation.

The NAEMT Board of Directors shall be responsible for the interpretation, application, and enforcement of the NAEMT Board of Directors Code of Conduct Statement. It is the responsibility of the board to ensure that any related disposition is fair and equitable. The board may remove an officer or director for cause by vote of two-thirds of the board then in office, following reasonable notice and a hearing before the board following the procedures below.

Procedures

The president, based on verifiable evidence of lack of performance of duties of the office or possible violation of the code of conduct, will contact the board member to discuss and correct. A copy of the complaint, if applicable, shall be provided to the board member named in the complaint within 10 business days of receipt of the complaint by the president. The board member named shall provide a written statement in response to the deficiency and/or complaint to the president within 10 business days of notification.

Verifiable evidence of lack of adequate performance may include:

- Failure of board members to attend meetings, defined as non-attendance at six or more scheduled meetings (either face-to-face or virtual) within one calendar year, and/or non-attendance at three or more consecutive scheduled meetings.
- Complaint by an active member of NAEMT that a board member has failed to perform their duties of office.
- Actions which constitute a breach of conduct or ethics.
- Medically verified physical or mental incapacitation.

If the board member is unable or unwilling to correct the deficiency, the board member in question shall be notified in writing that their performance is being reviewed by the full board. The president shall convene an ad hoc task force consisting of three board members to carefully review the deficiency and/or complaint and the board member response and recommend to the full board appropriate action. If the board member is asked to resign from the board, and the board member chooses to resign from office, the resignation will be accepted without prejudice and will not reflect upon the board member's professional competence or stature. The board member must submit their resignation in writing to the president and it shall become effective upon its receipt. If removal is necessary, the board will request the secretary draft a resolution to the full board for removal of the board member from office. The board member will be notified in writing that a resolution for their removal is being put forth. The board member will have fourteen (14) days to respond to the written notice and the board member will be provided reasonable opportunity to make oral or written representations to the board. The board member may be removed from office by vote of two-thirds of the board then in office if it is the opinion of the board the board member has been given reasonable time to address the deficiency, counseled on expected performance, and the board member is incapable or unwilling to discharge their responsibilities. The decision of the board shall be final. A board member to whom such a resolution applies ceases to be a board member for all purposes immediately after the resolution is passed, and a new member will be appointed or elected.

Should the president be the subject of a complaint, the president-elect shall perform the duties normally assigned to the president in this matter.

5.1.3 Replacing Board Members

<u>Policy</u>

This policy outlines the process for replacing a board member who resigns, is removed, becomes incapacitated, or otherwise is unable to fulfill their duties.

<u>Procedures</u>

Any vacancy occurring as a result of resignation, removal, or any other reason of any officer or director of the association, unless otherwise provided for in the bylaws, shall be filled by appointment by the president subject to the approval of the board. In the event of a vacancy for any reason of the president, the president-elect shall assume the position of president for the remainder of the president's current term. In the event of a vacancy for any reason in the office of immediate past president, such office shall remain vacant until next filled by succession of the president. A vacancy occurring for any reason in the offices of president-elect, secretary, or treasurer of the association shall be filled by a special election.

Voting

Election to office will be determined by simple majority of the voting members of the current Board of Directors. In the event more than two candidates are being considered for the same office, the candidate receiving the least votes on the first ballot shall be eliminated on the second balloting. Voting in this manner shall be continued until one candidate is selected by majority vote.

5.1.4 President

Policy

The president is the spokesperson for NAEMT and shall maintain the integrity and forward the purpose of the association as set forth in the bylaws. The president shall utilize and direct the services of the membership to further the objectives of the association; and, direct and utilize the services of the board members, collectively and singularly, to fulfill the duties of the association's governing body. The president assumes said office by succession immediately after serving as the president-elect.

Procedures

Specific duties of the office of president are as follows:

Meetings
1. Call meetings of the association.
2. Call in-person or virtual board meetings at least three times a year.
3. Preside at all business meetings of the board.
4. Prepare an agenda for board meetings prior to the meeting.

Appointments
1. Appoint committee chairs as needed.
2. Appoint liaisons and representatives as needed.
3. Appoint, subject to board approval, any required ad hoc (or temporary) committees and task forces as the need arises.

Organization
1. Performance of an annual strategic plan review and update in collaboration with the board and Executive Director.
2. Performance of an annual board self-evaluation.
3. Initiate orders for the formation of committees and task forces.
4. Initiate actions to enable the association to fulfill its commitments to membership and others.
5. Initiate actions to enable all working groups within the association to fulfill their responsibilities.
6. Delegate such duties to board members as will further the interest of the association.
7. Responsible for the guidance and oversight of all external agreements, MOU's, or associations with other organizations. The president will make recommendations to the board for any revisions to these agreements.
8. Conduct annual performance review of the Executive Director.
9. Communicate regularly with the board, committee chairs, and Executive Director to keep them fully apprised of developments with respect to NAEMT activities.

Reports
1. Prepare articles for NAEMT News covering matters of general concern for the association and its membership.
2. Prepare remarks for the annual business meeting.
3. Prepare special reports covering matters of major concern to membership for release through headquarters.

5.1.5 President-elect

Policy

The president-elect shall maintain the integrity and forward the purpose of the association as set forth in the bylaws. The president-elect shall act for the president whenever the president is unable to perform their duties. The president-elect is elected by the NAEMT membership, per the qualifications outlined in the elections policy.

Procedures

Specific duties of the office are as follows:

1. Represent the association at the request of the president and keep generally informed of all major activities of the association.
2. Assist the president to counsel, guide, and in other ways coordinate the efforts of the board in their work with emphasis on the following:
    a. Planning on-going committee activities, reviewing progress, and approving major completed projects before submission to the board or membership.
    b. Assigning specific responsibility for new projects arising during their term of office.
    c. Interpreting NAEMT policy for the board and committee chairs and assuring all projects are consistent with established policy and practice.
    d. Referring to the board for majority opinion, proposals which depart from established policies.

5.1.6 Past President

Policy

The past president shall act for the president or president-elect whenever either is unable to perform their duties. As the past president, their position on the board is in the capacity of an officer of the association. The past president assumes said office by succession immediately after serving as the president.

Procedures

The past president shall act as advisor to the president with information on previous issues and decisions made during the previous presidency.

5.1.7 Secretary

Policy

The secretary shall be corporate secretary and legal officer of the association and shall conduct all official correspondence of the board. The secretary is elected by the NAEMT membership, per the qualifications outlined in the elections policy.

Procedures

1. Responsible for all legal correspondence of the association.
2. Act as legal officer of the association.
3. Responsible for collecting and maintaining the charters of the association.
4. Responsible for maintaining the NAEMT Policy & Procedure Manual.
5. Responsible for preparing or reviewing board meeting minutes prior to issue.
6. Act as corporate secretary of the association.

5.1.8 Treasurer

Policy

The treasurer is responsible for all matters relating to the financial welfare of NAEMT. The treasurer is accountable to the board and members for all actions within their scope as outlined in this position description. The treasurer automatically serves on the NAEMT Foundation's Board of Trustees as the treasurer upon installation to the NAEMT board. The treasurer is elected by the NAEMT membership, per the qualifications outlined in the elections policy.

Supports conduct, control, and reporting of financial transactions in accordance with generally accepted accounting practices.

Procedures

Specific responsibilities of the office of treasurer are as follows:

1. Serves as chair of the Finance Committee composed of association members to address matters of policy (i.e., reserve investments) and budget development.
2. Present a quarterly report to the board showing the income, expenditures, forecast, and balances for the prior period and performance to the budget.
3. Invest any surplus association funds not needed in normal conduct of association business in conformance with board approved policy. Such investment shall be reported immediately to the president and included in the treasurer's quarterly report.
4. Prepare an annual budget and submit it to the board so that it may be reviewed and approved prior to the start of the association fiscal year.
5. Submit the association financial records biennially (or more often as directed by the board) for the inspection of an outside auditor.
6. Approve all expenditures over $5,000.
7. Responsible for serving on the NAEMT Foundation's Board of Trustees and assuring the Foundation succeeds in its mission.

5.1.9 Directors

Policy

Directors are responsible for governing the organization and assuring that it succeeds in its mission. They shall represent the ten geographic regions as outlined in the board composition policy. The board acts as a body and individual directors have no authority, unless the board delegates it to them. Directors are elected by the active NAEMT members in their region, per the qualifications outlined in the elections policy.

Procedures

Specific responsibilities of directors are as follows:

1. Directors represent their geographic regions and shall foster membership and raise awareness of NAEMT in those regions.
2. Each director shall plan, organize, and carry out assignments at the request of the president
    a. The director is responsible for communicating the status of these initiatives on a regular and timely basis
    b. Approve the goals and outcomes to be accomplished
    c. Assure that the desired goals and outcomes are achieved and ensure that the association's resources necessary for achievement are available and used efficiently
3. Determine association policies and be accountable for NAEMT's assets
4. When delegated by the board, have authority to contract on behalf of the association and may adopt such rules and procedures for the conduct of the business of the association as it shall deem advisable.

5.1.10 Medical Director

Policy

The NAEMT Medical Director is a member of the NAEMT Board of Directors, which is responsible for governing the organization, and assuring that it succeeds in its mission. The medical director is appointed by the president and is a non-voting ex-officio member of the board.

The NAEMT Medical Director shall be a current EMS medical director and physician with a demonstrated history of support for EMS. The medical director shall be an NAEMT member in good standing and have current or prior involvement in an NAEMT committee or education program.

Procedures

Specific responsibilities of the medical director are as follows:

1. Shall advise NAEMT board, staff, and committees on clinical and procedural topics.
2. Shall plan, organize, and carry out assignments at the request of the president
    a. The medical director is responsible for communicating the status of these initiatives on a regular and timely basis
    b. Approve the goals and outcomes to be accomplished
    c. Assure that the desired goals and outcomes are achieved and ensure that the association's resources necessary for achievement are available and used efficiently

5.1.11 Executive Director

Policy

The Executive Director (ED) is the chief staff officer of NAEMT. The ED's primary role is to ensure the organization fulfills its mission. The ED partners with staff and the board to develop and execute strategies and implement policies and procedures to achieve the objectives that support NAEMT's goals. In addition, the ED fosters a strong and transparent working relationship with the board, promoting open communication about financial, programmatic, and impact performance against milestones. The ED is also responsible for establishing and maintaining an organizational structure that fosters a positive and thriving environment for staff and membership. The ED is an ex-officio member of the board.

Procedures

1. Strategy and Policy
    a) Assures that the organization has a long-range strategy that achieves its mission and toward which it makes consistent and timely progress.
    b) Conducts a review of NAEMT's strategic plan and offers appropriate recommendations to the board on an annual basis.
    c) Provides leadership in developing program, organizational, and financial plans with the board and staff
    d) Assures implementation of plans and policies authorized by the board.

2. Headquarters
    a) Establishes headquarters staff structure. Ensures that staff job descriptions are developed, regular performance evaluations are held, and sound human resource practices are in place.
    b) Encourages staff and volunteer development and education and assists staff in relating their specialized work to NAEMT.
    c) Maintains a climate that attracts, retains, and motivates highly qualified people.
    d) Maintains membership and education records and provides related services.
    e) Maintains NAEMT's Policy & Procedure Manual, ensures it is accessible by membership, and distributes notification of changes to headquarters staff.
    f) Maintains and safeguards appropriate NAEMT corporate and legal files and contracts and protects the property rights of NAEMT therein.
    g) Promotes businesslike, efficient, and ethical procedures in the administration of NAEMT's business affairs.
    h) Maintains ongoing and appropriate communications with the board and members.

3. Board of Directors Liaison
    a) Cultivates a strong and transparent working relationship with the board and ensures open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
    b) Assists the president in developing board meeting agendas.
    c) Sees that the board is kept fully informed on the condition of NAEMT and important factors influencing it. Refers matters requiring executive action or policy decision to the attention of the board.
    d) Attends all board meetings.

4. Promotion
   a) Creates and implements programs to market NAEMT to potential corporate sponsors, governmental agencies, and individual and student members to meet annual goals.
   b) Creates and implements programs designed to retain existing members.
   c) Develops beneficial liaisons with other professional groups and societies.
   d) Obtains the maximum public exposure practicable of the aims, objectives, and advantages of membership and participation in NAEMT through appearances and presentations to affiliates, organizations, agencies, and industry groups.
   e) Creates and implements programs designed to increase membership.
   f) Creates and implements programs designed to increase training centers, instructors, and students.

5. Financial
   a) Develops and maintains sound financial practices.
   b) Oversees the financial processes and operations of NAEMT.
   c) Supervises maintenance of appropriate budget and cost records.
   d) Negotiates and contracts for supplies and services within budgetary limits.
   e) Supervises the preparation and issuance of accounting statements.
   f) Oversees preparation and issuance of quarterly financial reports.
   g) Manages operations to result in compliance with the approved budget.

6. Other
   a) Performs other duties as assigned by the Board of Directors.

Section 5.2: Other

5.2.1 Organizational Liaisons and Representatives

Policy

Official liaison and representative relationships may be established with any professional organization that shares a common mission with NAEMT, or where specific NAEMT initiatives may be advanced through collaboration. These individuals report to the NAEMT Board of Directors. Individuals will represent NAEMT's position or member interests, as defined by the NAEMT board. They also monitor and report on organizational activities, exchange information, and seek opportunities for cooperation.

There may be occasions where NAEMT has an opportunity to appoint a representative(s) to serve on a board of directors or specific committee of another EMS related organization. This policy also applies to all such appointments. The representative, in this instance, also reports to the related organization and shall abide by its policies, procedures, and rules thereof.

Appointees must be current NAEMT members. Board members will be considered, unless criteria set forth by the other organization are not met. If at any time an individual is unable to participate as appointed, they may notify the board and ask to be relieved of the assignment, so that NAEMT may identify a replacement. Liaisons and representatives are appointed by the president and may be subject to approval by the board. An individual appointed by NAEMT to an organization shall not simultaneously serve as that organization's liaison to NAEMT.

Procedures

The liaison or representative will represent NAEMT on occasions involving communication with another assigned organization. The individual may attend and participate in meetings as appropriate. The NAEMT Executive Director will assist the board in evaluating outcomes and costs, if needed, per appointment. All liaisons and representatives will be required to sign a conflict-of-interest statement. Headquarters will ensure that the organization is notified of the appointment, and that liaisons and representatives receive relevant NAEMT updates (e.g., position statements, legislative priorities, education developments).

A report on activities to the NAEMT board and other leadership, as appropriate, should be completed by each liaison and representative at least biannually or more frequently if emerging issues need to be communicated to NAEMT. The report will include a recap of meetings, calls, or other interactions with the related organization. The liaison or representative should also express their opinion on how NAEMT can best capitalize on participation to further its own goals and to benefit its members.

Liaisons and representatives may not communicate an opinion, position, or decision in the name of the association without prior consent or approval of the board. For example, a request to sign on to a position statement or other public communication will need board approval.

NAEMT may cover liaison travel costs when the liaison is attending the meeting exclusively on behalf of NAEMT. If a virtual meeting option is available, that will be the preferred option for attendance. Related travel expenses to necessary meetings may be reimbursed as outlined in the Travel and Expense Reimbursement Policy. Travel must be approved in advance and expenses must be reasonable.

The president will review liaisons and representatives annually, or as needed, and determine any new or replacement appointments.

Liaisons from Other Organizations

When an appointment of an NAEMT liaison is made to another organization, the other organization shall be invited to appoint one of its own members to serve as a liaison to NAEMT. A liaison may be appointed to NAEMT without reciprocity from NAEMT.

- The board shall be notified when a liaison from another organization has been appointed to NAEMT.
- Liaisons appointed to NAEMT will be welcomed at all open meetings of NAEMT's annual meeting, and may supplement the report of the NAEMT liaison (if applicable) or give a report on their organization's activities as they relate to EMS and NAEMT.
- NAEMT will incur no financial responsibility for the liaison from another organization.

Liaisons from Other Organizations to NAEMT Committees

NAEMT committees may benefit from other organizations who have expertise in related subject matter. If a committee is interested in having a liaison from another organization, the committee chair will work with NAEMT staff to secure the appointment. NAEMT will incur no financial responsibility for the liaison from another organization.

5.2.2 Training Center and Course Positions

Policy

NAEMT's education courses are conducted by NAEMT approved faculty comprised of instructors, coordinators, and medical directors who are accountable to NAEMT. The following is a list of the positions involved in conducting NAEMT courses. Detailed roles and responsibilities of all positions can be found in the NAEMT Training Center Guide.

- Training Center Representative
- Training Center Medical Director
- Course Coordinator
- Instructor
- Adjunct Faculty
- Course Medical Director
- Affiliate Faculty
- State/Provincial/Regional Education Coordinators
- National Education Coordinator

Procedures

Training Center Representative
The individual employed or contracted by the approved NAEMT Training Center who is authorized to sign the NAEMT Training Center Agreement located in the NAEMT Education Portal, and who is responsible for ensuring that the training center complies with all NAEMT Training Center requirements.

Training Center Medical Director
A physician licensed in the country and state/province in which the training center operates who practices emergency medicine or is board certified in a relevant specialty, and is employed or contracted by the training center to provide medical guidance to the center on its education activities.

Course Coordinator
The course coordinator is employed or contracted by the training center to organize, prepare, coordinate and conduct NAEMT courses for which he/she is qualified as an approved instructor.

Instructor
Approved NAEMT Instructors are responsible for conducting the NAEMT course as presented in the course Instructor toolkit and ensuring that students receive a quality educational experience.

Adjunct Faculty
Adjunct faculty are physicians, nurses, or other credentialed specialists who have specific expertise in a particular subject matter discussed in the course. Adjunct faculty may assist in teaching an NAEMT provider course by presenting a didactic lesson in the course in accordance with their subject matter expertise.

Course Medical Director

The course medical director provides medical oversight and guidance to course coordinators and instructors. They must adhere to the course content and principles of patient care.

Affiliate Faculty

Affiliate faculty ensure the quality and consistency of NAEMT courses by assisting and monitoring new training centers and instructors. Affiliate faculty are appointed by NAEMT for each of NAEMT's courses.

State/Provincial/Regional Education Coordinators

State/provincial/regional education coordinators are experienced NAEMT Affiliate Faculty appointed by the NAEMT Education Committee Chair. These coordinators build awareness of and support for NAEMT education with government agencies responsible for overseeing EMS, EMS training centers, and EMS agencies in their respective areas. They assist NAEMT Headquarters in ensuring that NAEMT courses in the area are conducted in a quality manner and in compliance with NAEMT policies.

National Education Coordinator

In countries in which NAEMT has designated a National Coordinating Organization to assist with the promotion, development and administration of NAEMT education courses in the country, a National Education Coordinator is appointed to lead and oversee this effort.

Section 6: General Policies and Procedures

6.0.1 Headquarters Staff

Policies regarding the paid headquarters staff will be handled by the Executive Director and will appear in the Employee Manual. These policies will not be published in the NAEMT Policy & Procedure Manual unless they concern the Board of Directors. NAEMT has a separate Employee Manual which addresses specific human resources policies and procedures.

The Executive Director is solely responsible for the hiring, dismissing, and management of headquarters staff.

The Board of Directors is responsible for hiring, overseeing, and dismissing only one employee, the association's Executive Director.

6.0.2 Record Retention

NAEMT shall maintain an electronic or physical repository for significant association documents and records. Except where indicated or as required by law, the retention period of the following shall be indefinite:

1. Governance documents (Articles of Incorporation, Bylaws, and Policy & Procedure Manual) and each amendment thereto
2. Federal, state, and financial records as required by law
3. Audit findings and management letters
4. Membership records
5. Education records
6. Board meeting agendas and minutes
7. Election results
8. Committee and Task Force reports
9. Affiliate records including, but not limited to, bylaws and agreements
10. NAEMT publications and courses
11. Statistical and historical records
12. Memorandums of Understanding
13. Third party contracts
14. Miscellaneous files as determined by NAEMT staff

6.0.3 Use of Trademarked Names and Logos

Policy

This policy is designed to provide guidance to individuals and organizations engaged in activities on behalf of, in support of, and/or in collaboration with NAEMT. NAEMT registers and maintains trademarks on its name and logo, and the names and logos of all NAEMT courses to protect the integrity of the association and its programs and ensure that association and program names and logos are being used appropriately.

Procedures

No individual or organization may use NAEMT's name and/or logo, or the name and/or logo of any NAEMT program without the specific, written approval of NAEMT. Once granted, only logos provided by NAEMT may be used. Any alteration of the NAEMT or program logos is prohibited.

The following are approved ways in which NAEMT trademarked names and logos may be used:

1. Approved organizational members of the NAEMT's Affiliate Advisory Council (AAC) may use the official NAEMT affiliated association logo.
2. Current NAEMT corporate partners may use the official NAEMT corporate partner logo.
3. Current organizational members of the EMS Corporate Engagement Council (EMS-CEC) may use the EMS-CEC member logo.
4. Approved NAEMT training centers conducting one or more of NAEMT's education courses, may use the name and logo of the education course(s) they are approved to conduct in order to promote enrollment in the specific course(s) they are offering. They may also use the "authorized NAEMT Training Center" logo to designate their training center as part of NAEMT's global network of approved training centers.
5. Appointed NAEMT education coordinators (state, provincial, regional, and national) may use the NAEMT Education logo to promote NAEMT education.
6. Appointed NAEMT membership and advocacy coordinators may use the NAEMT name and logo to promote NAEMT membership and member advocacy.

Any other proposed use of NAEMT's trademarks must be submitted to NAEMT through its headquarters no less than 90 days in advance to allow appropriate time for review and consideration by NAEMT. NAEMT reserves the right to approve, deny, or rescind approval of the use of its trademarked names and logos at any time at its sole discretion.

Use of the NAEMT name and/or logo, or the name and/or logo of any NAEMT course does not represent or imply approval or endorsement by NAEMT of any product, program or service.

Permission to use NAEMT trademarked names and/or logos is withdrawn when the appointment or relationship under which permission was granted is no longer current.

6.0.4 Development of Position Statements

Policy

NAEMT shall document and publish its positions on issues of importance to EMTs and paramedics and the delivery of prehospital and out-of-hospital emergent, urgent, and preventive patient care. The NAEMT Board of Directors may prepare and adopt position statements or may request a committee, council, or group of member subject matter experts to prepare a position statement for the board's approval.

Procedures

All position statements shall be reviewed by the relevant committee or council every four years. Following review, the committee or council shall recommend to the board whether the position statement is still valid and should be retained, requires revisions or updating, is no longer an issue of high importance to EMS and should be archived, or is no longer valid and should be rescinded. Statements that require revisions or updating shall be amended by the relevant committee or council for re-approval by the board for a subsequent four-year period. A position statement may be amended or rescinded by the board prior to the four-year period, as deemed necessary by the board.

Position statements adopted by the board will be disseminated to NAEMT members. Members interested in having NAEMT take a position on an issue should contact the NAEMT president.

6.0.5 Official Communications

Policy

This policy is established to ensure that all official NAEMT communications to individuals and groups from other organizations, government agencies, and media represent the association in a manner that is professional and consistent with NAEMT policies and positions.

Procedures

- Correspondence on official NAEMT letterhead stationery must be reviewed and approved by the president or their designated representative prior to being distributed. A copy of the correspondence should be provided to NAEMT headquarters.
- Press releases will be prepared by headquarters staff and reviewed and approved by the president or their designated representative. Press releases shall be disseminated through NAEMT headquarters.
- When appointed by the president to speak on behalf of the association, NAEMT members and staff must identify themselves as such and must accurately represent official NAEMT policies and positions.
- All invitations to speak on behalf of the association must be coordinated through the president. Speakers shall provide the date of the engagement or interview, the hosting organization or media outlet, a contact person's name and telephone number, a description of the event, and any anticipated media coverage.
- When representing NAEMT in an official capacity, an opinion that differs from official association policies and positions should not be offered.
- When using personal social media, NAEMT board members and staff shall refrain from posting information or opinions about NAEMT or referencing NAEMT in a disparaging manner.

6.0.6 Code of Ethics

<u>Policy</u>

This Code of Ethics outlines obligations for EMS practitioners. This code sets forth the core values that ought to be followed by members across all professional relationships as skills are applied in the execution of work. This includes professional interactions with groups across the entire NAEMT community. The Code of Ethics discourages improper behavior and outlines standards of professional performance that align to NAEMT core values with the goal of enhancing individual standing as members of a professional community.

<u>Procedures</u>

Professional status as an Emergency Medical Services (EMS) Practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, I solemnly pledge myself to the following code of professional ethics:

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public well being.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.
- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- To assume responsibility in upholding standards of professional practice and education.
- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- To be aware of and participate in matters of legislation and regulation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures, and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Originally written by: Charles B. Gillespie, M.D., and adopted by the National Association of Emergency Medical Technicians, 1978. Revised and adopted by the National Association of Emergency Medical Technicians, June 14, 2013.

6.0.7 Conflict of Interest

Policy

While it is not the intention of NAEMT to restrict the personal, professional, or proprietary activities of its members, both conflicts of interest as well as the appearance of conflicts of interest on the part of NAEMT volunteers and staff should be avoided. This conflict of interest policy is designed to ensure that the Board of Directors, member volunteers, and employees identify situations that present possible conflicts of interest and to provide appropriate procedures if a possible conflict of interest arises. It is also intended to ensure that decisions are not influenced by any private or personal profit or other personal benefit to the individuals affiliated with NAEMT that participate in such decisions.

A "conflict of interest" means a situation in which an individual or his or her immediate family member has, directly or indirectly, a personal or financial interest that compromises or could compromise independence of judgment in exercising responsibilities to NAEMT. Conflicts of interest include, but are not limited to, actual financial conflicts of interest. A conflict arises when a person in a position of authority over an organization may benefit financially from a decision he or she could make in such capacity, including indirect benefits such as to family members or businesses with which the person is closely associated.

All volunteers have a fundamental responsibility to refrain from participating in association decision-making when a competing interest precludes or inhibits the exercise of the individual's independent professional judgment on behalf of NAEMT, or when the nature of the competing interest is such that the individual's continued participation would unreasonably jeopardize the integrity of the decision-making process.

All provisions of this policy are applicable to the NAEMT paid staff, as well as to the volunteer members of the board, committees, task forces, other decision-making bodies, and individuals acting for or on behalf of NAEMT, as set forth above.

Procedures

The following guidelines are provided as an aid in adhering to this policy. All activity, whether specifically covered under these guidelines or not, should be carried out in accordance with this policy.

Conflict of Financial Interest
Any NAEMT employee or volunteer acting on behalf of NAEMT shall not participate in any transaction involving the purchase, sale, lease, procurement, rendering, or other acquisition or disposition of property or services of any kind or nature by or from NAEMT with any outside concern in which he or she or any member of his/her immediate family has a substantial financial interest without the prior written approval of the NAEMT president or treasurer (for volunteers) or the executive director (for staff).

Acceptance of Gifts
NAEMT staff or volunteers acting on behalf of NAEMT may not accept, directly or indirectly, from an organization or individual who has or seeks to have a business relationship with NAEMT, compensation in any form, loans (other than those made on customary terms from a bank or other financial

institution), gifts or anything of value except as provided herein. No individual shall accept or solicit any gratuitous offers as a representative of NAEMT or committees for his/her own personal benefit. NAEMT staff or volunteers acting on behalf of NAEMT may accept gifts of a nominal value, though these should be discouraged. NAEMT staff or volunteers acting on behalf of NAEMT may not accept gifts or things of value which are given under circumstances that place the staff member, volunteer, or NAEMT under an obligation or which may tend to influence business relations. Also, gifts which are in the form of cash or immediately convertible to cash may not be accepted. An employee/volunteer and spouse may accept meals, refreshments, or entertainment as a guest of a vendor representative if those activities are associated with business meetings or discussions or their attendance would, through their association with other guests, benefit NAEMT. Business trips paid for fully or partially by a vendor or other third party must have prior approval by the appropriate authority as identified above.

Misuse of Association Information

NAEMT staff or volunteers acting on behalf of NAEMT shall not misuse information to which, by reason of their positions, they may have access. Examples include, but are not limited to, the following:

- Acquisition, or supplying of information to another person for the purpose of acquisition, of real or personal property in which prior interest on the part of NAEMT is known or as to which value has been or will be affected by reason of NAEMT's ownership or interest.
- Unauthorized disclosure or use of any information, contained in the association's records regarding a member, vendor, contractor, the association, or association employees; or unauthorized disclosure or use of any information of a vendor or contractor which the association has an obligation to protect.
- Unauthorized disclosure to outside organizations or individuals of information of NAEMT that is confidential or proprietary, except as may be required in the performance of the employee's or volunteer's duties or as may be required by law.
- Unauthorized removal of any documentary materials containing confidential or proprietary information from the premises or possession of the association without prior express authorization. Documentary materials include, but are not limited to, any correspondence, notes, drafts, charts, studies, photographs, computer printouts or programs, reports, or other documents of whatever kind. All such documentary materials created or acquired by the association for the performance of employees' or volunteers' duties shall be the sole and exclusive property of the association.
- Unauthorized disclosure to outside organizations or individuals of confidential employment or member information pertaining to other employees or volunteers.

Responsibilities

In instances where it is clear to individuals that their judgment with respect to a matter pending before NAEMT is controlled by their loyalty to a competing interest, they should disqualify themselves and refrain from participating in the deliberations and decision-making regarding the conflict-affected matter. This should be so noted in the official proceedings of that meeting. This does not preclude their attendance and participation at any meeting of a committee or other body on the same basis as any non-member of the committee or other body.

In instances where individuals believe that there may be the appearance of a conflict of interest, even though they believe that their independent judgment will not be affected by a competing interest, they should nevertheless avail themselves of at least one of the following consultative courses of action:

- If the individuals are serving on a board, committee, task force, or other decision-making body, they should make certain that all concerned with the projected deliberations or decision-making clearly understand the facts and circumstances involved in this possible conflict situation. Then, following due consideration of the circumstances involved, unless a three-fourths majority concur by secret ballot that the continued participation will not unreasonably jeopardize the integrity of the decision-making process, the individuals shall refrain from participation in deliberations and decision-making regarding the conflict-affected matter. Such disqualification considerations may be either referred or appealed (in the first instance, to the appointing committee or supervisory body, if any, and then, if unresolved, to the board) by the chair of the committee, task force, or other body, the individual volunteer or any other participant in the potential conflict of interest consideration;
- If the individual is acting for or on behalf of NAEMT other than in a committee or group participation capacity, or if an individual serving on a committee or group wishes to bypass the step above, the individual should bring the potential conflict of interest matter directly to the attention, in the first instance, of the appointing committee or supervisory body, if any, and then (if unresolved) to the attention of the board.

Any member of a board, committee, task force, or other decision-making body who believes that the continued participation of any other member of that body may unreasonably jeopardize the integrity of the decision-making process, may call for the consultative courses of action set above.

Implementation
Individuals participating as volunteers in NAEMT activities or as paid employees of NAEMT have the primary responsibility for assuring their adherence to this policy. Nonetheless, given the sensitive nature of these considerations and the interest of the association in preserving the integrity of its reputation and processes, NAEMT retains responsibility for oversight in this area. Accordingly, the board shall have authority to review questions of conflicts of interest and to render opinions thereon. Decisions of the board shall be binding and final.

Notice
Each time an individual is elected or appointed to an NAEMT position, or appointed to represent NAEMT in any capacity, the individual should at the time of election or appointment be sent a copy of this policy by headquarters and should be advised of his/her responsibility to the provisions hereof as a condition of acting for or representing the association.

Acceptance
Before taking office, unless there is a prior signed acceptance of this policy, each member of the board and any other volunteer leader of a decision-making body elected or appointed to act for or on behalf of NAEMT shall indicate in writing that he or she will adhere to the conditions of this policy. If this signed statement is not on file, board members may not take office.

Oversight
At a designated board meeting each year, the executive director shall submit a report to the board certifying that the requirements of “Acceptance” above have been met and shall include the names of those not in compliance.

6.0.8 Education Business Development

Policy

NAEMT maintains administrative authority for the development of new training centers and faculty, and for the ongoing activities of all approved NAEMT training centers and faculty in all countries in which NAEMT courses are conducted. To assist the association with development and oversight, NAEMT may appoint state, provincial, regional, or national education coordinators.

Approved NAEMT training centers do not have the authority to establish new training centers. They may not share their NAEMT training center ID number with any other organizations or individuals for any purpose. When notified that an individual or organization is interested in establishing a new NAEMT training center, NAEMT faculty should refer these interested parties directly to headquarters staff.

Procedures

NAEMT, with support from state, provincial, regional, or national education coordinators and affiliate faculty as requested, will work directly with the interested parties to review and evaluate their training center applications. Those applicants that meet NAEMT's training center requirements will be assigned affiliate faculty to prepare them to become approved NAEMT training centers.

National Coordinating Organizations

NAEMT may establish a formal relationship with an organization in another country for the purpose of assisting with the promotion, development, and administration of NAEMT education courses in the country or region.

The specific responsibilities of the organization may include:

1. Working in coordination with NAEMT to respond to applications for new training centers or current training centers that wish to conduct new programs.
2. Reviewing and recommending approval of new training center applications.
3. Facilitating the establishment of new training centers and the development of new instructors.
4. Assisting with training center coordinators with course administration.
5. Working in coordination with NAEMT to address training center/faculty issues.
6. Ensuring training center and faculty adherence to NAEMT education policies and requirements.
7. Promoting the establishment of new training centers and the adoption of NAEMT education courses in the country/region.
8. Building relationships with national medical organizations and government agencies with interest in or jurisdiction over emergency medical and prehospital care.

Such relationships shall be established with organizations that meet the following criteria:

1. The organization is a national provider of EMS, paramedic or prehospital education.
2. The organization possesses an excellent reputation within the EMS and/or medical community and among the public at large.
3. The organization is physically headquartered in country/region.
4. The organization has a mission that is consistent with the purpose and objectives of NAEMT.
5. The organization has appropriate leadership, staff, and infrastructure to carry out its responsibilities.

6. The organization has declared its interest and ability to assist NAEMT in developing NAEMT training centers and faculty in the country.

Any organization under consideration for this role shall be reviewed by headquarters prior to formalization of a relationship. All agreements for such relationships shall include a provision which gives NAEMT the right to review the activities of the organization including any fees they may charge to NAEMT training centers in the country.

6.0.9 Operating and Investment Funds

Policy

The purpose of this Investment Policy Statement is to establish guidelines for NAEMT's operating account and reserve investment portfolio (the "Portfolio"). The statement also incorporates accountability standards that will be used for monitoring the progress of the Portfolio's investment program and for evaluating the contributions of the investment advisor hired on behalf of NAEMT.

Operating Funds: Funds used for day-to-day operations of the association, including but not limited to payroll, vendor payments, travel, and other expenses.

Investment "Reserve" Funds: Funds set aside or invested to generate returns for the association.

Procedures

I. **Operating Fund**
NAEMT shall maintain an operating fund equivalent to at least 10% of its annual operating budget to provide sufficient cash flow to meet the financial obligations of the association. These funds shall be maintained in a checking account in a federally insured bank. A sufficient cash flow must be maintained to meet short-term obligations and operational costs.

II. **Role of the Finance Committee**
The Finance Committee (the "Committee") is acting in a fiduciary capacity with respect to the Portfolio and is accountable to the Board of Directors for overseeing the investment of all assets owned by, or held in trust for, the Portfolio.
    A. This Investment Policy Statement sets forth the investment objectives, distribution policies, and investment guidelines that govern the activities of the Committee and any other parties to whom the Committee has delegated investment management responsibility for Portfolio assets.
    B. The investment policies for the Fund contained herein have been formulated consistent with the anticipated financial needs of NAEMT and in consideration of the Committee's tolerance for assuming investment and financial risk, as reflected in the majority opinion of the Committee.
    C. Policies contained in this statement are intended to provide guidelines, where necessary, for ensuring that the Portfolio's investments are managed consistent with the short-term and long-term financial goals of the Fund. At the same time, they are intended to provide for sufficient investment flexibility in the face of changes in capital market conditions and in the financial circumstances of NAEMT.
    D. The Committee will review this Investment Policy Statement at least once per year. Changes to this Investment Policy Statement can be made only by affirmation of a majority of the Committee, and written confirmation of the changes will be provided to all Committee members and to any other parties hired on behalf of the Portfolio as soon thereafter as is practical.

III. Investment Objective and Spending Policy

A. The Fund is to be invested with the objective of preserving the long-term, real purchasing power of assets while providing a relatively predictable and growing stream of annual distributions in support of NAEMT's operating account.

B. For the purpose of making distributions, the Fund shall make use of a total-return-based spending policy, meaning that it will fund distributions from net investment income, net realized capital gains, and proceeds from the sale of investments.

C. The distribution of Portfolio assets will be permitted to the extent that such distributions do not exceed a level that would erode the Portfolio's real assets over time. The Committee will seek to reduce the variability of periodic Portfolio distributions by factoring past spending and Portfolio asset values into its current spending decisions. The Committee will review its spending assumptions annually for the purpose of deciding whether any changes therein necessitate amending NAEMT's spending policy, its target asset allocation, or both.

D. Periodic cash flow, either into or out of the Portfolio, will be used to better align the investment portfolio to the target asset allocation outlined in the asset allocation policy in Section IV. A. herein.

IV. Portfolio Investment Policies

A. Asset Allocation Policy

1. The Committee recognizes that the strategic asset allocation of Portfolio assets across broadly defined financial asset and sub-asset categories with varying degrees of risk, return, and return correlation will be the most significant determination of long-term investment returns and Portfolio asset value stability.
2. The Committee expects that actual returns and volatility may vary from expectations and return objectives across short periods of time. While the Committee wishes to retain flexibility with respect to making periodic changes to the Portfolio's asset allocation, it expects to do so only in the event of material changes to NAEMT's needs, spending policies, and/or to the capital markets and asset classes in which the Portfolio invests.
3. The Reserve Portfolio assets will be managed as a balanced portfolio comprised of two major components: an equity portion and a fixed income portion. The expected role of Portfolio equity investments will be to maximize the long-term real growth of Portfolio assets, while the role of fixed income investments will be to generate current income, provide for more stable periodic returns, and provide some protection against a prolonged decline in the market value of Portfolio equity investments.
4. Cash investments will, under normal circumstances, only be considered temporary Portfolio holdings and will be used for NAEMT liquidity needs or to facilitate a planned program of dollar-cost averaging into investments in either or both of the equity and fixed income asset classes.
5. Outlined below are the long-term strategic asset allocation guidelines determined by the Committee to be the most appropriate, given NAEMT's long-term objectives and short-term constraints. Portfolio assets will, under normal circumstances, be allocated across broad asset and sub-asset classes in accordance with the following guidelines.

Asset Class	Sub-asset Class	Target Allocation (+/- 5%)
Equity		**60%**
	Domestic	45%
	International/Emerging	15%
Fixed Income		**39%**
Cash		**1%**

6. To the extent the Portfolio holds investments in nontraditional, illiquid, and/or nonmarketable securities including (but not limited to) venture capital, hedge funds, private equity, and real estate investments, these assets will be treated collectively as alternative investments for purposes of measuring the Portfolio's asset allocation. While not specifically considered within this policy, alternative investments may comprise no more than 10% of total Portfolio assets and, to the extent they are owned, will proportionately reduce target allocations to the three primary asset classes itemized above.

B. Diversification Policy

1. Diversification across and within asset classes is the primary means by which the Committee expects the portfolio to avoid undue risk of large losses over long time periods. To protect the Portfolio against unfavorable outcomes within an asset class due to the assumption of large risks, the Committee will take reasonable precautions to avoid excessive investment concentrations. Specifically, the following guidelines will be in place:
    a) With the exception of fixed income investments explicitly guaranteed by the U.S. government, no single investment security shall represent more than 5% of total Portfolio assets.
    b) With the exception of passively managed investment vehicles seeking to match the returns on a broadly diversified market index, no single investment pool or investment company (ETF/mutual fund) shall comprise more than 20% of total Portfolio assets.
    c) With respect to fixed income investments, for individual bonds, the minimum average credit quality of these investments shall be investment grade (Standard & Poor's BBB-, Moody's Baa3, Fitch BBB- or higher)

C. Rebalancing

It is expected that the Portfolio's actual asset allocation will vary from its target asset allocation as a result of the varying periodic returns earned on its investments in different asset and sub-asset classes. The portfolio will be rebalanced to its target normal asset allocation under the following procedures:

1. The investment manager will use incoming cash flow (contributions) or outgoing money movements (disbursements) of the Portfolio to realign the current weightings closer to the target weightings for the Portfolio.
2. The investment manager will review the Portfolio quarterly to determine the deviation from target weightings. During each review, if any asset class within the Portfolio is +/- 5 percentage points from its target weighting, the Portfolio will be rebalanced.
3. The investment manager may provide a rebalancing recommendation at any time.

4. The investment manager shall act within a reasonable period of time to evaluate deviation from these ranges.

D. Other Investment Policies

Unless expressly authorized by the Committee, the Portfolio and its investment managers are prohibited from:

1. Purchasing securities on margin or executing short sales.
2. Pledging or hypothecating securities, except for loans of securities that are fully collateralized.
3. Purchasing or selling derivative securities for speculation or leverage.
4. Engaging in investment strategies that have the potential to amplify or distort the risk of loss beyond a level that is reasonably expected, given the objectives of their Portfolio.

V. Monitoring Portfolio Investments and Performance

The Committee will monitor the Portfolio's investment performance against the Portfolio's stated investment objectives. At a frequency to be decided by the Committee, it will formally assess the Portfolio and the performance of its underlying investments as follows:

A. The Portfolio's composite investment performance (net of fees) will be judged against the following standards:
   1. The Portfolio's absolute long-term real return objective
   2. A composite benchmark consisting of the following unmanaged market indexes weighted according to the expected target asset allocations stipulated by the Portfolio's investment guidelines:
      a) U.S. Equity: S&P 500 Index
      b) International Equity: MSCI ACWI ex US Index
      c) Fixed Income: Barclays Capital U.S. Aggregate Bond Index

B. The performance of professional investment managers hired on behalf of the Portfolio will be judged against the following standards:
   1. A market-based index appropriately selected or tailored to the manager's agreed-upon investment objective and the normal investment characteristics of the manager's portfolio.
   2. The performance of other investment managers having similar investment objectives

C. In keeping with the Portfolio's overall long-term financial objective, the Committee will evaluate Portfolio and manager performance over a suitably long-term investment horizon, generally across full market cycles or, at a minimum, on a rolling five-year basis.

D. Investment reports shall be provided by the investment manager(s) on a (calendar) quarterly basis or as more frequently requested by the Committee.

VI. Investment Advisor

To secure the services of or replace investment professional(s) consulting on or managing portions of NAEMT’s funds, the Executive Director will recommend hiring or replacing the investment professional(s) to the Treasurer; and the Treasurer will review the candidate(s) and make a recommendation to the board, which has final approval.

VII. Balance Maintenance and Fund Transfers

The board will have final approval of all transfers from the reserve fund to the operating fund. On an annual basis, headquarters will prepare a cash flow forecast and with the concurrence of the Treasurer will make a balance transfer from the operating fund to the reserve fund to ensure excess balances are earning interest. The Treasurer will have final approval of those transfers.

VIII. Dividends

Dividends earned from investment funds are included in the annual operating budget and transferred to the operating account quarterly.

6.0.10 Travel and Expense Reimbursement

Policy

This policy is structured to comply with the Internal Revenue Service's guidelines for an "Accountable Plan." An accountable plan includes the following characteristics:

- Expenses reimbursed must be incurred while performing services for the organization and have a business connection.
- Expenses must be substantiated (provide receipts and expense report) and substantiation must occur within a reasonable period but must be within 90 days from the date of expenditure.
- Any reimbursements exceeding expenses incurred must be returned within a reasonable time.

In addition to compliance with this policy, good judgment, prudent spending and a thrifty attitude are expected of all stakeholders who are reimbursed under this policy. Absent an accountable plan, business expense reimbursements may represent taxable income to the payee.

NAEMT volunteers are encouraged to join fully in the work of the association and expenses incurred in doing so may qualify for reimbursement. However, this reimbursement is limited to those for whom a lack of reimbursement would constitute a burden, and/or where approval has been granted by the appropriate NAEMT authority, per this policy.

Procedures

All travel on behalf of NAEMT must be pre-approved. The executive director may approve the travel that has been planned and budgeted for in the annual operating budget. The executive director or president shall approve any unbudgeted travel, or when the estimated expenses for budgeted travel exceed 10% of the budgeted amount for the trip.

The following guidelines will apply:

- Board member attendance at board meetings is the financial responsibility of NAEMT.
- A board member requested to attend a special meeting may request reimbursement necessary for expenses of travel, meals, and lodging. Reimbursement must be approved in advance by the president within approved budgetary limits. In no event may reimbursement for travel expenses exceed the guidelines provided below.
- In no case may a member charge the association for his or her time.

General

It is NAEMT's policy to reimburse individuals for reasonable expenses of a business nature incurred while traveling on authorized NAEMT business. To qualify for reimbursement, expenses must:

- Be necessary
- Provide a reasonable expectation of benefit for NAEMT
- Be commensurate in amount with the situation involved
- Not include expenses considered an item of a person's personal, living, or family expense
- Be included in the annual budget

Request for reimbursement must be submitted to NAEMT within thirty (30) days of completion of travel.

Expenses for reimbursement shall be reported on the Concur expense report or non-Concur NAEMT expense report (located here). The completed expense report shall be submitted by the originator to their immediate responsible officer for review and recommendation for payment to the authorized approval authority.

Travel
An individual will be reimbursed for all reasonable expenses of a business nature while traveling on authorized NAEMT business. Allowable expenses include:

1. Airfare - NAEMT will cover the cost or reimburse for non-refundable, economy class airfare for domestic and international travel. Travelers are expected to book the least expensive fare, whenever possible. Exceptions for business-class airfare may be made for long-haul flights or when necessary for business needs, and must be pre-approved. Air travel should be booked at least twenty-one (21) days in advance for domestic flights, and thirty (30) days in advance for international flights. Air travel may be purchased by:
    a. using NAEMT's online travel service account through Concur Solutions;
    b. booking online; or
    a. calling NAEMT's travel agent: Travel Leaders (800-741-4116, ext. 0)
2. Personal Auto - Mileage will be reimbursed at the currently approved Internal Revenue Service (IRS) rate per mile for business travel plus tolls and parking at actual cost. In the event of a change in the IRS-approved rate, the new rate shall apply when announced by the IRS and shall not be applied retroactively. For use of a personal automobile in lieu of air travel, NAEMT will reimburse the lesser of 1) cost of coach class air fare, or 2) cost of direct mileage of the trip at the authorized rate per mile.
3. Rental Car – Use of rental car requires pre-approval. Vehicle rental is to be avoided unless the locations visited are so remote that public transportation, taxi, or rideshare is not practical or economical. The most economical car available should be selected, commensurate with the need. Subcompact vehicles should be adequate for urban travel and compact vehicles are expected to meet all other requirements. Expenditures are to be substantiated by itemized receipts.
4. Transportation To and From the Airport
    a. Public transportation: to be used where readily available, practical, and safe
    b. Airport shuttle: to be used where available and more economical than options c and d
    c. Taxi or rideshare: to be used or shared when this represents savings, or where another means of transportation is impractical
    d. Rental car: to be avoided unless public facilities are not available or are cumulatively cost-prohibitive (see above re: car rentals)
5. Hotels – Any hotel reservations and payment arrangements must be verified with NAEMT prior to travel. The cost of a single accommodation in a hotel or motel is reimbursable. Accommodation is expected to be appropriate for the business purpose of the trip. Costs for suites will not be reimbursed. In the event of double occupancy where expenses are reimbursed for only one person, reimbursement is limited to the expense of regular single room rate.
6. Telephone/Internet – The cost of all business communications, based on the least expensive method commensurate with the business urgency, is reimbursable. Personal telephone or internet expense is authorized only in the instance of a change of schedule or emergency.
7. Meals (Individual) - Meals will be reimbursed according to the GSA per diem for the destination city, for the United States. For other countries, meals and incidentals will be reimbursed according to the U.S. State Department per diem for the destination city.

8. Meals (Business / Group) and Entertainment – Expenses for group business meals and entertainment must be accompanied by receipts and are not limited to the GSA per diem for the destination. Costs involving spouses or guests should be pre-approved.

Receipts
Cash and credit card receipts are required for all reimbursed expenditures. Expenses for individual meals at or below the GSA per diem or for incidental services (e.g., tips) that cannot be supported with a receipt must be reasonable in frequency and amount.

Approval of Expense Reports
The treasurer approves the executive director's travel and reimbursement expenses. The executive director approves the board and headquarters staff travel and reimbursement expenses. Travel and expense reimbursement for persons other than those listed above should be approved by the president or executive director.

A report on the meeting or conference attended by NAEMT volunteers may be required with requests for travel reimbursement.

Payment
Approved expenses, along with all supporting receipts and documentation, shall be submitted through Concur or the non-Concur NAEMT expense report. Contact finance@naemt.org for support.

6.0.11 Corporate Credit Cards

Policy

NAEMT may issue corporate credit cards to eligible staff and the NAEMT president that can be used for business related expenses. This policy outlines the responsibilities for those who use NAEMT corporate credit cards.

Procedures

NAEMT staff who hold a position that requires frequent travel; manage the procurement of goods or services on behalf of the association; or incur regular and frequent business expenses that are typically paid by credit card, may be eligible for a corporate credit card. Approval is granted by the executive director.

The corporate credit card will be used only for business-related expenses. Use of the card for travel-related expenses shall be in accordance with the NAEMT Travel and Expense Reimbursement policy.

Cardholders are responsible for:

- Submitting receipts to NAEMT for all charges to the corporate credit card within ten (10) days of the date the charge is incurred. Receipts shall be submitted via email to finance@naemt.org. Non-compliance with this policy may result in cancellation of the card.
- The security of the corporate credit card. Lost, stolen, or compromised cards shall be reported immediately.

In the event a corporate credit card is used for personal expenses, NAEMT reserves the right to recover these monies from the employee cardholder. Misuse of the card may result in cancellation of the card and withdrawal of the employee's corporate credit card privileges.

Each corporate credit card will be limited to a maximum of $3,000. Increases to the established maximum may be made on a case-by-case basis.

Upon separation from NAEMT, or a change in the presidential term, the credit card shall be returned to NAEMT with a final reconciliation of charges and receipts for all expenditures prior to employee's departure or the end of the president's term.

6.0.12 Whistleblower Policy

Policy

NAEMT requires its directors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities within NAEMT. As representatives of NAEMT, individuals are expected to perform their responsibilities with honesty and integrity and to comply with all applicable laws and regulations.

The purpose of this Whistleblower Policy is to create an ethical and open work environment, to ensure that NAEMT has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the organization to raise serious concerns about the occurrence of illegal or unethical actions within the organization before turning to outside parties for resolution.

Procedures

All directors, officers, employees, and volunteers of NAEMT have a responsibility to report any action or suspected action taken within the organization that is illegal, unethical or violates any adopted policy of the organization to the executive director or president. Anyone reporting an alleged violation must act in good faith, without malice to the organization or any individual in the organization, and have reasonable grounds for believing that the information shared in the complaint indicates that a violation has occurred.

No one who in good faith reports an alleged violation or who, in good faith, cooperates in the investigation of an alleged violation shall suffer harassment, retaliation, or adverse employment consequences. Any individual within the organization who retaliates against another individual who has reported an alleged violation in good faith or who, in good faith, has cooperated in the investigation of an alleged violation is subject to discipline, including termination of employment, membership, or volunteer status or any other disciplinary action determined by the board.

An officer or director who believes that there has been an actual or probable material violation of the law, or any material breach of duty owned to the organization, must report the violation to the executive director or president. Complaints will be kept confidential, to the extent possible, consistent with the need to conduct an adequate investigation.

6.0.13 Anti-Harassment

<u>Policy</u>

It is the policy of NAEMT to comply strictly with all laws applicable to NAEMT activities. Federal and most state and provincial laws strictly prohibit harassment. NAEMT fosters an environment that recognizes the inherent worth of every person and group, that fosters dignity, understanding, and mutual respect, and that embraces diversity. For these reasons, NAEMT is dedicated to providing a harassment-free experience for participants at meetings, events, and in its programs.

Harassment or hostile behavior is unwelcome, including speech that intimidates, creates discomfort, or interferes with a person's participation or opportunity for participation, in a meeting, conference, event or program. Harassment in any form, including but not limited to harassment based on citizenship, age, color, creed, disability, marital status, military status, national origin, pregnancy, childbirth- and pregnancy-related medical conditions, race, religion, sex, gender, veteran status, sexual orientation or any other status protected by laws in which the conference or program is being held, will not be tolerated. Harassment includes the use of abusive or degrading language, intimidation, stalking, harassing photography or recording, inappropriate physical contact, sexual imagery and unwelcome sexual attention. A response that the participant was “just joking,” or “teasing,” or being “playful,” will not be accepted. Anyone witnessing or is subject to unacceptable behavior should notify an NAEMT staff person or board member.

Individuals violating these standards may be sanctioned or excluded from further participation at the discretion of the association or responsible board or committee. NAEMT policy specifically prohibits harassment by or against any employee, member, officer, director, or other volunteer, vendor, or customer. This policy covers only harassment complaints that fall within the scope of official NAEMT activities, such as but not limited to, day-to-day operations, meetings, educational programs, committee activities, sales of publications, etc.

<u>Procedures</u>

Reporting
All incidents of harassment involving any NAEMT employee, member, director, volunteer, and/or vendor should be reported immediately to the executive director and/or president. The executive director and/or president shall immediately conduct a thorough investigation of any complaint. This investigation will begin with speaking to all parties involved and all witnesses, if any, and making a written record summarizing these conversations. If possible, an effort will then be made to resolve the complaint to the satisfaction of all parties without formal disciplinary or punitive action. All such investigations will remain strictly confidential and every effort will be made to safeguard the privacy of all parties.

Official Records
The secretary will create a general complaint file in which written records of all harassment complaints against members/volunteers and/or vendors/customers will be filed and retained at NAEMT headquarters. All documents pertaining to harassment complaints against employees will be filed in the personnel file of the employee against whom the complaint is made.

Disciplinary Action

If the complaint cannot be resolved informally, any or all of the following steps may be taken, depending upon the gravity of the incident(s) and whether it involves a repeat offender(s).

1. Issue a written warning to the offender(s) and place written notice of the warning in the personnel file or the general complaint file.
2. Issue a formal written reprimand to the offender(s) and place a copy in the personnel file or general complaint file.

Verbal and written warnings and/or reprimands of officers, members, and volunteers will be handled by the president. In the event a complaint is filed against the president, the secretary and the executive director will handle the complaint process. Additional disciplinary or punitive options vary depending on whether the offender is an employee, a member, volunteer, or vendor. A written record of disciplinary or punitive actions taken will be placed in the employee file or the general complaint file.

The following disciplinary options are intended for use in dealing with serious offenses or with repeat offenders who have already received warnings and/or reprimands:

If the offender is an employee:

1. Suspension, without pay, for one or more working days
2. Termination
3. If applicable, notification of appropriate legal authorities

If the offender is a member and/or volunteer:

1. A written request for his/her resignation, issued by the president
2. Involuntary termination, expulsion, or suspension of membership
3. If applicable, notification of appropriate legal authorities

If the offender is a vendor or customer:

1. Terminate the business relationship for a specified period of time, up to one year, and issue a letter to that effect
2. Terminate the business relationship permanently and issue a letter to that effect
3. If applicable, notification of appropriate legal authorities

Protective Action

Protective action may be necessary in some cases in order to ensure the safety of one or both parties to the complaint, particularly if the complaint itself involves accusations of physical violence or threats of physical violence. In addition, there may be situations in which the antagonism between the parties to the complaint jeopardizes the effective functioning of NAEMT. Depending on the seriousness of the alleged incident; the fears, if any, of the complaining employee, member, volunteer, or vendor; results of the initial investigation; and other factors of the particular case; action may be taken to protect the parties until the complaint has been resolved. However, care must be taken to obtain voluntary and un-coerced consent and cooperation so as not to be, or appear to be, punitive, vindictive, or retaliatory.

6.0.14 Non-Discrimination

NAEMT does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. NAEMT is committed to providing an inclusive and welcoming environment for staff, members, volunteers, customers, and vendors.

NAEMT is an equal opportunity employer.