

# ACDIS Chapter Advisory Committee: Statement of Work

## ACDIS Contacts

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## Purpose and Terms of Service

### Objective

The Association of Clinical Documentation Integrity Specialists' (ACDIS) Chapter Advisory Committee provides collective leadership, expertise, and written guidance for the ACDIS local chapter and networking volunteer leaders, network members, and the broader CDI profession regarding topic- and geographic-focused educational opportunities.

Through individual work on specific projects, group discussion, and oversight and review other local chapter leaders' efforts, Chapter Advisory Committee members provide ACDIS local chapter and networking group with defined, compliant policy as well as a growth-oriented, forward-thinking vision of the CDI profession and the role networking plays in personal and professional advancement for those working in the field.

### Essential responsibilities

- Draft industry guidance in the form of *CDI Journal* articles, tips for publication in *CDI Strategies* weekly email newsletter, share personal experiences via testimonials in ACDIS publications (note that certain articles may qualify for continuing education credits)
- Participate in biannual conference calls with ACDIS local chapter volunteer leaders from around the country. These are live, web-based calls, run by ACDIS staff, in which Chapter Advisory Committee members serve as subject matter experts and answer member questions.
- Join fellow Chapter Advisory Committee members and the ACDIS administration on regular board meetings conducted via conference call, to discuss ongoing projects and relevant industry updates. (No meetings will be held in December and May.)
- Participate in Chapter Advisory Committee panel discussion as part of the educational line-up at the ACDIS national conference, as available.
- Review materials published on/to the "Leadership Toolkit" and work with ACDIS administration to re-vamp and develop a comprehensive version to be reviewed and updated annually.
- Answer questions from the ACDIS local chapter and networking group volunteers, as available/needed.

### Code of professional conduct

Chapter Advisory Committee members are expected to exercise professionalism, diplomacy, and discretion when conducting their responsibilities. Professionally, advisory board members must adhere to the guiding principles of the [ACDIS Code of Ethics](#).

All Chapter Advisory Committee members *must* have read and understand the formal local chapter agreement and agree to adhere by its recommendations, communicating these recommendations to other local chapter volunteer leaders as needed.

When topics of discussion arise on which Chapter Advisory Committee members disagree, members are expected to treat one another with respect and dignity. Chapter Advisory Committee members should leave their personal biases at the door and bring an open mind to discussions.

If a Chapter Advisory Committee member is assigned or volunteers for a task for which they are either unable to complete or feel uncomfortable with completing, they should contact the ACDIS administration immediately to ensure the work is covered.

### Advisory board composition

The Chapter Advisory Committee will consist of 12 members, including:

- The ACDIS Programming Director and the ACDIS Associate Editorial Director, who serve as a de-facto chairperson and will facilitate meetings (i.e., set up the conference calls, prepare agendas) and follow up on the committee's progress on various tasks as assigned between meetings. Additionally, these representatives will help facilitate Chapter Advisory Committee calls and work with Chapter Advisory Committee members on publications and facilitating connections within the volunteer community.
- Ten (10) individuals with diverse backgrounds that broadly reflect the composition of the ACDIS local chapter and networking demographic as well as the demographics of the larger membership and broader CDI profession.

ACDIS members in good standing, with at least two years' experience serving in a voluntary capacity on a local chapter or networking group may apply to serve on the Chapter Advisory Committee. Volunteers may be a past-chapter leader or have volunteered in a supportive capacity to the core local chapter leadership team but must have had ongoing, hands-on experience in helping the chapter organize educational events and facilitating networking opportunities in either a geographic or focused capacity. ACDIS strongly encourages volunteers to have earned their CCDS but will take non-CCDS holders into consideration for the Chapter Advisory Committee as applications allow.

For information, contact ACDIS Director of Programming Rebecca Hendren and Associate Editorial Director Linnea Archibald ([rhendren@acdis.org](mailto:rhendren@acdis.org) and [larchibald@acdis.org](mailto:larchibald@acdis.org)).

### Term duration and prerogatives

Chapter Advisory Committee service is a two-year term running from January-December. The application period opens each January. Those needing to step down from board service due should provide at least 30 days advance notice to maintain continuity of the board, and to allow a replacement volunteer to be identified.

Any advisory board member who does not fulfill the expectations of board service and does not communicate with ACDIS administration may be asked to step aside to allow a new volunteer to be chosen.

In return for their important work, Chapter Advisory Committee members will receive the following benefits for the duration of their service:

- Free (waived) ACDIS membership fees
- Complimentary book(s) or webinar(s) as needed at the discretion of the ACDIS administration
- Public recognition on the ACDIS website's [Boards and Committees](#) page, as well as attribution in papers published by the group.

### Scope of Work and Process

The Chapter Advisory Committee meets monthly (excluding December and May) via conference call to discuss ongoing projects and relevant industry updates.

The main Chapter Advisory Committee duties of evaluating the present state of the local chapter and networking volunteer leadership, standardizing practices amongst leaders, communicating best practices and discussing leadership growth opportunities within the Chapter Advisory Committee and ACDIS administration as well as with the larger leadership volunteer community.

The Chapter Advisory Committee members work to ensure that the voluntary efforts of the more than 40 local chapter and networking groups around the country and internationally have a solid foundation from which those working in CDI profession can access educational materials, tools, personal connections, and mentorship opportunities in a manner compliant with CDI industry best practices.

*Note: All descriptions of review activities, including projected time frames, are approximations. The scope of the Chapter Advisory Committee work may vary between seasons due to changing editorial needs and CDI industry trends.*

### Task 1: Meeting participation and collaboration

ACDIS administration will schedule regular meetings with the Chapter Advisory Committee. The ACDIS administration will provide an agenda prior to the meeting, disseminate minutes and follow-up items after the meetings.

During meetings Chapter Advisory Committee members will share the progress of ongoing board work, insights on the operation of their work with local chapter volunteers, and/or their

own chapter activities, observations from the field working with clients, and recommendations on association/chapter strategy.

Chapter Advisory Committee members will participate in quarterly calls with the local chapter leader volunteers in structured, one-hour calls. ACDIS administrators will book these calls and provide an agenda at least two weeks prior to the call. Chapter Advisory Committee members will engage in dialogue with the moderator and each other on the assigned topic during the call as well as additional questions submitted by members listening to the call. These questions will be fielded to the Chapter Advisory Committee by the call moderator. The advisory board may also be asked to answer unaddressed questions after the call, via email.

### Task 2: Writing formal and informal industry guidance

Advisory board members will develop industry best practice in the form of *CDI Journal* or *CDI Strategies* articles or tips as well as through ongoing review and creation of materials for the “Leadership Toolkit.”

These materials will address the needs of the local chapter and networking community of volunteer leaders and help with ongoing facilitation of successful CDI educational events.

### Task 3: Additional responsibilities and ongoing duties

Although the ACDIS Chapter Advisory Committee’s major activities will center around scheduled meetings, committee members also participate in other activities:

- Volunteering for at least one additional responsibility such collaboration on, or creation of, an article for ACDIS’ publication, moderating the local chapter section of the ACDIS Forum, mentoring incoming local chapter leaders, etc.
- Answering informal email questions from local chapter leaders.
- Adjudicating issues elevated to the Chapter Advisory Committee by other committees and workgroups.
- Participating in initiatives with external associations and industry workgroups as a representative of ACDIS.
- Bringing forward “hot topics” to ACDIS administration for future coverage.
- Submitting forms and tools (i.e., sample policies, query forms, job descriptions, educational materials, etc.) for consideration on the ACDIS website and, specifically, the “Leadership Toolkit.”
- Sharing candid suggestions for improving the effectiveness and efficiency of the Chapter Advisory Committee and the association as a whole including modifying or expanding the scope of work outlined in this document and the annual local chapter agreement form.

Please direct all feedback to ACDIS Director of Programming Rebecca Hendren and Associate Editorial Director Linnea Archibald ([rhendren@acdis.org](mailto:rhendren@acdis.org) and [larchibald@acdis.org](mailto:larchibald@acdis.org)).