**ACCP Pulmonary Practice & Research Network (PRN)**

**Workforce & Strategic Committee**

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|  | **Title:**  Workforce Committee Standard Operating Procedures (SOP) | |
| **Revision Number:**  Version 1.0 | **Prepared by:**  2020-2021 Workforce & Strategic Committee | **Date Prepared:**  March 2021 |
| **Effective Date:**  March 2021 | **Approved by**:  2020-2021 Pulmonary PRN Officers |  |

**Charges**

1. Increase membership
2. Solicit nominations for officers (e.g. vice chair, secretary-treasurer, etc.)
3. Create and maintain awards within the PRN
4. Nominate PRN members for ACCP and PRN awards
5. Maintain the PRN’s presence on social media (e.g. Twitter, Facebook, Instagram, etc.)
6. Develop and maintain PRN documents and policies related to the Workforce & Strategic Committee (i.e. this SOP, travel awards, social media policies, etc.)
7. Coordinate (including submission of forms or documents to ACCP) the PRN’s business meeting at the ACCP Annual Meeting
8. Prepare and submit the bi-annual PRN report

**Timeline for Charges**

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| **Month(s)** | **Item(s) Due** |
| November - December | Committee Chair and members appointed by PRN Chair.  **Due November 30:** Nominations deadline for 2021 Clinical Practice, Education, and Russell R. Miller Awards; the Robert M. Elenbaas Service Award; the C. Edwin Webb Professional Advocacy Award; the 2022 Therapeutic Frontiers Lecture Award; and 20XX elected offices. The nominations (but not the application materials themselves) for awards are due on November 30.  Committee identifies PRN members who may be eligible for the above ACCP *Fall Awards*.  To nominate a PRN member and view the nominations timeline:   1. Go to: www.accp.com 2. Click on “Membership” header 3. Click on “Nominations” link 4. Click on “Submit a Nomination” link   *(Additional information may be accessed on the ACCP website.)*  The previous year’s Workforce & Strategic Committee should communicate with the incoming Committee Chair in Oct/Nov to discuss PRN members that were identified as candidates during the previous year (to facilitate timely submissions for a November due date). |
| January - February | PRN members who have been nominated for a Fall Award (above) must submit their documentation by February 1.  **Due February 15:** Nominations deadline for 2021 ACCP Fellows (FCCP), the 2021 Parker Medal, and the 2021 New Clinical Practitioner, New Educator, and New Investigator Awards. The nominations (but not the application materials themselves) for awards are due by mid-February.  Committee identifies and nominates PRN members who may be eligible for above ACCP *Spring Awards*.  Nominations for fellowship within ACCP (i.e. FCCP) must also be submitted per the above timelines. |
| March | ACCP PRN Spring Report due beginning of March. |
| April | PRN members who have been nominated for a Spring Award (above) must submit their documentation by April 1.  Solicit nominations for PRN Officers (e.g. vice chair, secretary-treasurer, etc.) |
| May – September | **Due May 28**: Business Meeting and Networking Forums (for ACCP Annual Meeting in October) application is due to ACCP.  **Due June 4**: Final slate for PRN elections must be submitted to ACCP.  ACCP PRN Summer Report due beginning of August.  *Longitudinal*: Workforce & Strategic Committee reviews all documents and policies and, if necessary, makes relevant revisions. Major revisions to documents and policies must be approved by the PRN Officers. |
| October | ACCP Annual Meeting |