

## Clinical Practice Committee

### Member Expectations

Thank you for serving as an ASPEN committee member. We sincerely appreciate the time, energy, and expertise you contribute as a volunteer in support of ASPEN's mission. Committee service is a voluntary opportunity available to ASPEN members, and we value the dedication our members bring to this work.

To support effective and respectful committee operations, we've outlined participation expectations below. These standards help us work collaboratively, remain accountable, and make meaningful progress. Due to high interest in and limited availability of committee seats, ongoing lack of engagement may result in removal from the committee.

#### Committee Charge

The Clinical Practice Committee (CPC) is charged with supporting ASPEN's clinical practice initiatives across all specialty areas, the age spectrum, and care settings to promote safe and efficacious clinical nutrition to optimize patient outcomes. The CPC supports the prioritization and review of ASPEN clinical practice content. ASPEN members actively engaged in clinical practice, research, education, medical affairs, or administration are well-suited for this committee, and those with more than five years of experience are preferred. CPC members are expected to actively support at least one specific task and participate in most committee meetings throughout the volunteer year. This committee meets virtually throughout the year via video conferencing.

#### Committee Expectations

1. **Be Present and Engaged:** Attend committee meetings and stay actively involved. If you cannot attend, notify the chair, ASPEN staff liaison, or designated contact in advance.
2. **Follow Through on Commitments:** Take ownership of assigned tasks, meet deadlines, and complete work between meetings. Come prepared to provide updates and contribute to progress.
3. **Communicate Consistently:** Respond promptly to emails and messages. Keep the chair and fellow members informed and ask questions when clarification is needed.
4. **Maintain ASPEN Membership:** Maintain active ASPEN membership throughout your term of service.
5. **Support the Mission:** Advocate for the organization's goals and decisions, even when personal opinions differ. Represent the committee in a positive and unified way.
6. **Maintain Professionalism:** Uphold ASPEN's volunteer code of conduct in all interactions and settings.
7. **Foster Respectful Dialogue:** Listen actively, engage respectfully, and value diverse perspectives. Constructive disagreement is welcome; disrespect is not.

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8. **Collaborate Effectively:** Work as part of a team on the committee. Support and encourage others, and contribute to a positive, productive environment.
  9. **Stay Flexible:** Be open to change, willing to adapt, and ready to adjust as the committee's priorities evolve.

### **Specific Committee Activities**

1. Annually vote on the winner of the Peggi Guenter Excellence in Clinical Practice Award for ASPEN Board of Directors' approval
2. Generate 1-2 proposals for clinical practice-related educational sessions at the ASPEN Nutrition Science and Practice Conference.
3. Annually review the ASPEN Definition of Terms, Style, and Conventions document and propose necessary updates to the ASPEN Board of Directors.
4. Review the scientific literature for important updates in clinical nutrition and, as applicable, submit articles to the ASPEN staff liaison.
5. Serve as peer reviewers for ASPEN Board of Directors-approved documents, manuscripts that are applying for endorsement by ASPEN, and other applicable ASPEN-generated clinical practice tools and documents.
6. Review proposals for the development of ASPEN clinical practice content generated by individuals, committees, sections, and other ASPEN groups prior to review by the ASPEN Board of Directors.

### **Total Anticipated Time Commitment**

Committee members are expected to attend 3-4 virtual, full committee meetings annually (60 minutes each). Additional time commitment varies based on the committee task(s) in which the member is involved (up to 5 hours per month).

### **Committee and Leadership Structure**

Chair (two-year term with the opportunity to serve an additional year as Past Chair); Vice Chair (two-year term prior to serving as Chair); Task Leaders (one-year term, with tasks often completed in ~3 months or less).