

## Enteral Nutrition 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 Enteral Nutrition Committee (ENC) is charged with supporting ASPEN initiatives on EN across the age spectrum and across all care settings to advocate for and promote the safe and efficacious use of EN to optimize patient outcomes. ASPEN members actively engaged in and with expertise in EN-related clinical practice, research, education, medical affairs, and/or administrative responsibilities are well-suited for this committee. ENC members are expected to actively engage in at least one committee task and participate in a majority of 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. Support clinical practice during EN-related product shortages and/or disruptions.
  - a. Monitor EN product and device shortages and evaluate their clinical importance/impact
  - b. Support communication about shortages/disruptions to the ASPEN membership
  - c. Draft 1-2 new ASPEN Board of Directors-approved Shortage Recommendations per year
2. Review ASPEN's Clinical Resources webpage for Enteral Nutrition annually for functionality, ease of use, and content, and suggest updates to staff as needed.
3. Annually update the Enteral Nutrition Video Guide on the ASPEN website.
4. Annually update the Enteral Nutrition Formula Guide on the ASPEN website.
5. Generate proposals as needed for the development of new ASPEN projects, clinical tools, guidelines, and other educational initiatives related to EN

### **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 a year as past chair); vice chair (two-year term before serving as chair); task leaders (one-year term).