

Physician Engagement 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 Physician Engagement Committee (PEC) is charged with increasing and retaining physician members through engagement in ASPEN and joint-society initiatives. ASPEN physician members actively engaged in clinical practice, research, and education are well-suited for this committee, in addition to those who are active in other professional medical societies.

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.
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. Leads and organizes the Physician Preconference Course at the annual ASPEN Conference.
2. Generates proposals for educational sessions at the ASPEN Conference.
3. Annually performs review of resources and education to identify gaps to guide the creation of future educational resources needed by physicians.
4. Provides recommendations for ASPEN award nominations.
5. Conducts activities to assist physicians with academic promotion support.
6. Guides the direction of the Medical Practice Section (MPS) and helps plan the MPS forum at the annual ASPEN Conference.
7. Conducts physician member outreach annually to help attain and maintain ASPEN physician members.
8. Engages with other professional medical societies and identifies ways to collaborate and/or partner.

Total Anticipated Time Commitment

The PEC meets monthly for one hour. The full committee meets every other month, and the subcommittees meet on alternating months. Additionally, small project or task groups may meet outside of these organized committee meetings in order to move committee projects forward.

Committee and Leadership Structure

The PEC consists of three subcommittees: 1) Education and Clinical Practice, 2) Research and Written Scholarship, and 3) Career Development and Engagement. The PEC leadership is made up of a committee chair, as well as three sub-committee co-chairs. Additionally, each subcommittee may work on specific projects or tasks, which typically require a project lead. The committee member's lead position remains active for the project duration. The chair and subcommittee chair roles serve for 2 years each.