

## Public Policy & Advocacy 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 Public Policy and Advocacy (PPA) Committee is charged with supporting ASPEN initiatives related to public policy and advocacy across the age spectrum and across all care settings. ASPEN members actively engaged in clinical practice, research, education, medical affairs, or administrative responsibilities are well suited for this committee. Members with knowledge of public policy preferred, but all are welcome. Individuals involved with sales or marketing for the nutrition industry cannot be appointed to this committee. 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.
8. **Collaborate Effectively:** Work as part of a team on the committee. Support and encourage others, and contribute to a positive, productive environment.

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9. **Stay Flexible:** Be open to change, willing to adapt, and ready to adjust as the committee's priorities evolve.

### **Specific Committee Activities**

- Create public policy and advocacy engagement education programs, including ASPEN annual meeting education sessions,
- Identify and recommend ways in which to engage the ASPEN community in public policy and advocacy activities
- Develop content for the ASPEN Take Action advocacy platform, including Congressional legislation bill summaries and “call to action” letter templates
- Develop public policy and advocacy related social media posts

### **Total Anticipated Time Commitment**

The committee holds quarterly virtual meetings and conducts ad hoc business electronically. Committee members who choose to participate in the Member Engagement, Education, or Communications & Social Media Subcommittees will typically spend two-three hours per month.

### **Committee and Leadership Structure**

The committee leadership team includes a Chair, Vice Chair, and Past Chair who serve a two-year term. The committee has three subcommittees that are open to committee members on a voluntary participation basis: Member Engagement, Education, and Communications & Social Media. Each subcommittee has a Chair who serves a two-year term.