

Publications 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

This committee anticipates and responds to ASPEN members' changing professional needs by generating ideas and delivering recommendations for innovative directions within the scope of publications.

First, the committee assesses both current ASPEN publications and forthcoming ASPEN titles in development. Second, it considers new non-ASPEN titles related to clinical nutrition to include in the ASPEN bookstore. Third, the committee maximizes effective, inclusive learning for its members by supporting innovative content development. Specifically, defining "publications" more expansively to include media beyond digital and print books (e.g., modular subscription-based updates to core curricula, podcasts, interactive eLearning products) with the goal to empower current and future ASPEN generations to engage more actively in the field of clinical nutrition.

Committee members ideally possess broad knowledge of the nutrition support field, up-to-date awareness of research and practice developments, and a keen commitment to professional development. These traits support the committee's critical observation of gaps between research and clinical practice, which in turn supports deeper exploration of how publication products and tools might bridge these gaps for ASPEN members.

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.

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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. Discuss resource gaps in the field of clinical nutrition and nutrition support to help guide ASPEN publications strategic content development plan.
2. Recommend and develop product outlines for new ASPEN titles.
3. Conduct reviews of current ASPEN titles and make recommendations about whether to produce a new edition, with an outline of changes and additions needed.
4. Review non-ASPEN titles and present recommendations at meetings to help the committee decide which titles to include in the ASPEN Bookstore.
5. Participate in special working groups to help guide ASPEN Publications Department innovations and policy – e.g. reference management, literature search guidelines and expectations, author guidelines, managing peer review on book chapters, developing eLearning modules using current ASPEN titles, etc.

Total Anticipated Time Commitment

The publications committee meets every other month via video conferencing. By joining the committee, members agree to actively participate in 4-6 of 6 committee meetings throughout the volunteer year.

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); working group leaders (6-month to one-year term).