

Self-Assessment 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 Self-Assessment Committee is responsible for the overall review, update, and maintenance of the content included in ASPEN's Self-Assessment Program. This committee is interprofessional. This is an ideal committee for professionals at all stages of their careers who are interested in providing nutrition education to other professionals. Members of this committee are comfortable utilizing a wealth of resources, including reference books and journal articles, to ensure accurate content is in the Self-Assessment program.

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

- Learn the fundamentals of item/question writing and apply those to committee work.
- Review and update current items/questions, rationale and references included in the various modules in the Self-Assessment Program.
- Develop new items/questions with accompanying rationale and references for inclusion in Self-Assessment Program modules.

Total Anticipated Time Commitment

The committee meets remotely/virtually throughout the year in addition to conducting business electronically. Committee members can expect to do one to two hours of independent work every few months in addition to the monthly (at a minimum) scheduled meetings.

Committee and Leadership Structure

In compliance with accreditation standards, industry representatives and employees cannot be appointed to this committee. The Self-Assessment program is considered a prep course for those preparing for certification exams; therefore, members of this committee cannot be involved in any type of certification exam committee. There are two co-chair positions that are 2 years long each. A vice chair opportunity is available for 1 year before advancing to a co-chair position.