

Committee	NAMSS Publications Committee
Committee Charge	Provide expert advice on content, attract new and returning authors, write articles, encourage submissions, and amplify content on social media to support NAMSS <i>Gateway</i> and the Tomorrow's MSP® Podcast.
Committee Goals/Responsibilities	<ol style="list-style-type: none"> 1. Present ideas and solicit content/authors to contribute to NAMSS content offerings — <i>Gateway</i> and the Tomorrow's MSP® Podcast. <ol style="list-style-type: none"> a. Suggest a variety of topic areas that align to NAMSS' audiences across the medical services profession. 2. Author/contribute to at least one piece of content per year. 3. Attend monthly meetings. 4. Create synergies across work on <i>Gateway</i>, podcast, and other NAMSS educational offerings. 5. Amplify NAMSS original content on social media and with professional networks.
Committee Composition	The NAMSS Publications Committee is comprised of six (6) members, a chair (NAMSS President-Elect) and five (5) additional members appointed by the president-elect.
Membership Term	All committee members serve a one (1) year term and are eligible for reappointment for up to two additional terms (up to three years of service). Terms run Jan. 1–Dec. 31.
Expected Commitment	The NAMSS Publications Committee meets monthly via virtual conference. Time commitment is 2-3 hours per month (approximate).
Selection/Appointment	The president-elect serves as chair/editor-in-chief of this committee. Committee members are selected by the president-elect. Committee member selections are approved by the Board of Directors.
Committee Requirements	<p>Committee Members:</p> <ol style="list-style-type: none"> 1. Express desire to serve with an interest/background in writing or content development. 2. Must be able to carry out the work and assignments of the committee, which may include peer review of articles. 3. Desire to advance the mission of NAMSS. 4. Active in the medical services profession. 5. Ability to work well with others. 6. Ability to make the necessary time commitment. 7. NAMSS member in good standing. 8. It is desirable, but not required, that members be certified (CPMSM, CPCS, or CPES). 9. Ability to attend and actively participate in committee calls. 10. The chair may suggest committee representatives from specialties within medical services to ensure a variety of content coverage for NAMSS' audiences. <p>Chair:</p> <ol style="list-style-type: none"> 1. Has visibility to all proposed content ideas and final approval on direction of articles, both members only and open access.
Committee Roles and Authorities	<p><u>Makes Decisions</u></p> <ol style="list-style-type: none"> 1. Guides content development direction.

	<p><u>Makes Recommendations</u></p> <ol style="list-style-type: none"> 1. Suggests topics and areas of focus for year-round content. <p><u>Provides Input</u></p> <ol style="list-style-type: none"> 1. Informs coverage of and thought leadership for specific specialties within the medical services profession. <p><u>Monitors</u></p> <ol style="list-style-type: none"> 1. NAMSS priorities, offerings, and events to cover via content. 2. <i>Gateway</i> and podcast performance. <p><u>Review and Approve</u></p> <ol style="list-style-type: none"> 1. Creates and follows a peer-preview process for committee members' final review/approval of content prior to publication.
<p>Staff Liaison(s)</p>	<p>Main Staff Liaison: Morgan Manghera, Content Manager mmanghera@smithbucklin.com, (312) 673-5393</p> <p>Support Staff Liaison: Mary Bandy, Content Coordinator mbandy@smithbucklin.com, (312) 673-4850</p>

<p>Amended Date</p>	<p>Board Approval Date</p>
<p>11/1/2024</p>	