



Article 1

NAME and PURPOSE

As of April 28th, 2021

Section 1 — Name

1.1.1 The name of the organization shall be Utah Simulation Coalition (USC). It shall be a nonprofit organization incorporated under the laws of the State of Utah.

Section 2 — Purpose

1.2.1 USC was organized in 2015 to:

1. Share scientific-based simulation education.
2. Provide education toward developing and implementing simulation.
3. Share simulation resources throughout the western region.

Section 3 — Mission

1.3.1 The USC is an interprofessional simulation resource community whose mission is to promote safe, knowledgeable, and effective patient care by demonstrating and reinforcing the highest level of simulation performance in operations, technical support, education, and practice.

Section 4 — Vision

1.4.1 To promote quality evidence based clinical care and patient safety through simulation excellence.

Section 5 — Goal

1.5.1 Provide simulated clinical learning opportunities that foster the development and practice of clinical skills which promote safe delivery of quality patient care.

Article 2

Board Positions

Section 1 — Board Member Position Descriptions

2.1.1 The Board consists of active USC members who volunteer to serve according to position descriptions listed below.

Board Member Responsibilities

1. Maintain current membership in USC.
2. Volunteer to serve 2 years.
3. Support and sustain the work of USC.
4. Attend quarterly meetings, with additional meetings related to position and/or assignment.
5. Maintain knowledge of the organization and personal commitment to its goals and objectives.
6. Review and update USC Bylaws at least every 5 years.
7. Propose educational content.
8. Submit modifications or new policies and procedures to the Board for approval.
9. Ensure USC's commitment to a diverse board and staff which reflects the communities it serves.
10. Assist in recruiting/ informing potential members and Board candidates.
11. Speak for and represent the Coalition in the community.
12. Board members have the option of candidacy for a second term in the same position.

2.1.2 **President:** serves 2 years—elected by USC members.

1. Health care/ Simulation professional.
2. Minimum of two years simulation experience in either a clinical or academic setting.
3. Preference is for this individual to hold a simulation certification, i.e., Certified Healthcare Simulation Educator (CHSE) or Certified Simulation Healthcare Operations Specialist (CHSOS).

2.1.3 **President-Elect:** serves 2 years—elected by USC members.

1. Same as President (above)
2. The President-Elect will move into the President position if they are unable to complete their elected two-year term.

President and President-Elect Responsibilities

1. Work closely together to facilitate program functions/activities as deemed appropriate by the Board.
2. Organize and Preside over all quarterly Board meetings—attend other subcommittee meetings as able.
3. Provide oversight to quarterly, organizational, and special meetings.

4. Be knowledgeable of processes and be actively involved in all levels of the USC.
5. Has signature authority with Treasurer on financial accounts.
6. Serve as liaison(s) to community Simulation programs.
7. Communicate incoming information from non-board sources to appropriate members of the Board or committee chairs.
8. Communicate information to board members.
9. Utilize Robert Rules to ensure input from all Board members at quarterly meetings.

2.1.4 Secretary: serves 2 years—elected by USC members.

Maintains, coordinates, and disseminates communication records for the USC.

Secretary Responsibilities

1. Provide proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes for Board Meetings and Member meetings.
2. Record meeting minutes which should include but are not limited to:
 - a. Date, time, location of meeting.
 - b. List of those present and absent.
 - c. List of items discussed.
 - d. List of reports presented.
 - e. List of motions presented and description of their disposition.
 - f. List of outstanding tasks and responsible board member or individual
 - g. Ensure a copy of final approved minutes is maintained in the organization's records.
3. Receive registrations for all USC courses and events.
4. Coordinate with other Board members as necessary to meet these responsibilities.
5. Be knowledgeable of the organization's records and related materials.
6. Maintain accurate documentation including:
 - a. Membership list
 - b. Membership contact information.
7. Communicate incoming information from non-board sources to appropriate members of the Board or committee chairs.
8. Perform other duties as assigned due to organizational growth.

2.1.5 Treasurer: serves 2 years—elected by USC members.

Fulfills duties authorized by the USC Board and serves as a key resource in financial matters.

Treasurer Responsibilities

1. Financial advising, monitoring, and utilization of financial resources with accountability for checking, savings, electronic accounts, and debit card.
2. Process registration fees forwarded from the Secretary for all USC courses and events.
3. Has signature authority with President on financial accounts.
4. Maintain knowledge of financial accounting for nonprofit organizations.
5. Manage the Board's review of and all actions related to financial responsibilities.

6. Present the annual budget to the Board for approval.
7. Present quarterly financial report to Board.
7. Submit required annual tax information.

2.1.6 **Director of Education:** serves 2 years—elected by USC members.

Focuses and directs the educational strategies of the USC. CHSE highly recommended.

Director of Education Responsibilities

1. Coordinate with the President and President-Elect to meet the needs of Coalition members and western region.
2. Develop, plan, and implement all simulation education programs.
3. Coordinate with website manager for dissemination of educational activities.
4. Conduct meetings to develop educational programs:
 - a. As needed, but no less than one per month for at least four months prior to a course being conducted.
 - b. Appoint a committee member to record, maintain and distribute meeting minutes for each education planning meeting.
 - c. Ensure a copy of final approved minutes is maintained in the organization’s records.
 - d. Send minutes to all Board members within a week of the meeting.
 - e. Meeting minutes should include but are not limited to:
 1. Date, time, location of meeting.
 2. List of those present and absent.
 3. List of items discussed.
 4. List of reports presented.
 5. List of motions presented and description of their disposition.
 6. List of outstanding tasks and responsible designated individual assigned.
5. Select an Education committee for:
 - a. Simulation Facilitator training
 - b. Simulation Operation Specialist training as needed within the western region.
 - c. Just-in-time training (small, virtual, individualized, digital education updates)

2.1.6.1 **Education Committee:** serves 2 years—selected by Director of Education.

Education Committee collaborates to organize details, schedules, and content of educational programs.

Education Committee Member Responsibilities

1. Develop and implement educational programs proposed by the USC Board.
2. Conduct and coordinate research—determine need for research committee or chair.
3. Contribute website ideas and membership benefits.
4. Provide input on publications and other educational advocacy activities.
5. Determine host location for the facilitator or simulation specialist course.

2.1.7 Director of Communication: serves 2 years—elected by USC members.

Communicates with hospital systems, academic institutions, community groups, and social media.

Director of Communication Responsibilities

1. May appoint a Co-Director of Communications and sub-committees as needed.
2. Oversee the development and implementation of promotional strategies to maintain USC visibility within the community through in-person meeting and frequent updates to include:
 - a. USC website
 - b. Newsletter
 - c. Social media sites
 - d. Dropbox structure
3. Oversee publication of all programs, conferences, and USC announcements.
4. Communicate incoming information from non-board sources to appropriate members of the Board or committee chairs.
5. Publicize events, deadlines, and news to USC members and the community.

2.1.8 Director of Operations and Technology: serves 2 years—elected by USC members.

Offer suggestions to USC & allied partners on workflow, process improvement and updates on technical advances within simulation by providing leadership and strategic technical support.

Director of Operations and Technology Responsibilities

1. Develop and manage relationships and communication with vendors, partners, and other stakeholders.
2. Approve/ Review USC annual suggested technical specs, video/audio policy, and technical strategic plan.
3. Coordinate shared vendor fairs, technical/software training.
4. Plan, preside over, and facilitate technical committee meetings to ensure that board resolutions are carried out.
5. Act as an ambassador for the organization.
6. Coordinate with Director of Communications to increase visibility of USC through website & social media.
7. Communicate incoming information from non-board sources to appropriate members of the Board or committee chairs.

2.1.9 Community Representative(s): serves 2 years—appointed by the Board.

Serve as a voice of and advocate for the community they represent, i.e., academic, clinical, or vendor. Since there are multiple communities needing representation on the USC Board, there will likely be more than one Community Representative on the board at one time.

Community Representative Responsibilities

1. Maintain current membership in USC.

2. Support and sustain the work of USC.
3. Attend quarterly meetings, with additional meetings related to position and/or assignment.
4. Maintain knowledge of the organization and personal commitment to its goals and objectives.
5. Contribute the perspective of the community they represent at board meetings.
6. Advocate for the needs of the community they represent in relation to Board decisions.
7. Serve a liaison to community Simulation programs.
8. Communicate incoming information from non-Board sources to appropriate members of the Board or Committee Chair
9. Contribute to development, implementation and facilitation of USC and USC sponsored events as available.
10. Contribute website ideas and membership benefits.

***See Community Representatives document for current list.*

2.1.10 Ex-Officio Advisors: may serve as needed—appointed by the Board

Past Presidents/Chair/Co-Chair, secretary, and other Board members who have served a 2-year term and are not currently serving.

Ex-Officio Advisor Responsibilities

1. Sit in an Ex-Officio advisor position for a two-year period.
2. Be approved by the USC Board for an addition one year term as needed to support the successful operations of the Coalition.
3. All Ex-Officio positions are advisory and have '**no vote**' on USC Board decisions.

Article 3
MEMBERSHIP

Section 1 — Membership Eligibility

3.1.1 Membership in the Utah Simulation Coalition is open to any professional who:

1. Participates in simulation for at least 90 days.
2. Completes a membership application.
3. Pays annual dues.

A membership card will then be issued to the applicant as soon as Board approval has been completed.

3.1.2 Each member shall be granted full rights of the USC including:

1. Voting
2. Board eligibility.
3. Access to resources, education, documents, and application for scholarships to USC events.

Section 2 — Resignation

3.2.1 Any member may resign at any time.

3.2.2 Resignation shall be in writing through email or letter.

Section 3 — Non-voting Membership

3.3.1 The board shall have the authority to assign and define voting and non-voting categories of membership.

Article 4
MEETINGS OF MEMBERS

Section 1 — Regular Meetings

- 4.1.1 Regular meetings of the members shall be held quarterly, at a time and place designated by the chair.
- 4.1.2 Board member meetings shall be held at least twice quarterly (8 times per year), at a time and place designated by the chair.

Section 2 — Annual meetings

- 4.2.1 An annual meeting of the members shall take place in the month of June, the specific date, time, and location of which will be designated by the chair. At the annual meeting the members shall
 - 1. Receive results of electronic elections of directors and officers.
 - 2. Receive reports on the activities of the coalition including financial reports.
 - 3. Determine the direction of the coalition for the coming year.

Section 3 — Special Meetings

- 4.3.1 Special meetings may be called by the chair, the Executive Committee. A petition signed by five percent of voting members may also call a special meeting.

Section 4 — Notice of Meetings

- 4.4.1 Notice of each meeting shall be given to each voting member, by e-mail, not less than two weeks prior to the meeting.

Section 5 — Voting

- 4.5.1 Board members shall be decided by a simple majority of all current member with electronic ballot.
- 4.5.2 All other matters will be decided by simple majority vote of board members present.

Section 6 — Quorum

- 4.6.1 At least 5 board members present at any announced meeting (see "Notice of Meetings", Section 4) shall constitute a quorum. One must be either the President or President-Elect; one must be the Secretary or Treasurer; the other three members can be any of the other elected positions.
- 4.6.2 Board decisions will require 80% of the quorum present to be in favor of each proposal/motion presented at the meeting in order to be passed and implemented.
- 4.6.3 An average of 60% of returned ballots from the active membership shall constitute approval of proposals on the electronic ballot.

End