

**NORTHWEST COMMUNITY EMS SYSTEM**  
**Advisory Board Openings**  
**FACT SHEET 2017**

**PURPOSE**

The Northwest Community EMS System Advisory Board exists to provide a forum for shared System governance. It fulfills a critical role in the System's strategic plan by reviewing existing policies and drafting recommended changes and proposing new policies. The Board also serves as the communities of interest (Advisory Committee) for the Paramedic Education Program in partnership with Harper College.

**GOALS:** Members provide thoughtful, non-partisan input to the EMS Medical Director that is considered when making decisions regarding System operations. They help to create policies that meet or exceed Federal, State, and Regional requirements for inclusion in the System's program plan.

**MEMBERSHIP**

Members and alternates represent the many disciplines that make up the Northwest Community EMS System including hospital administrators, physicians, hospital EMS Coordinators, Emergency Communications Registered Nurses (ECRNs); fire department chiefs, paramedic officers and non-officers, Provider EMS Coordinators, Private provider reps, EMS faculty, Emergency Medical Dispatchers, Law Enforcement personnel, elected officials and private citizens. The Board also includes representatives from each of the System standing committees including Education, Computer Aided Reporting System (CARS), Provider Based Performance Improvement (PBPI), and Research and Development (R&D). Ex Officio members include the EMS MD, EMS Administrative Director and a representative from Harper College.

When policy language is being developed, members are asked to avoid the perception of personal bias by expressing the consensus position of, and/or anticipated impact on, their constituents. They may be asked to do random opinion surveys to gather the majority opinion prior to voting on controversial subjects.

**TIME COMMITMENT/MEETINGS**

The Board generally meets bi-monthly for about 2 hours. Meetings are usually held on the second Thursday of odd numbered months at 9:00 a.m. at Northwest Community Hospital unless special meetings are called.

**ATTENDANCE/VOTING POLICIES**

Members are expected to attend each meeting. If a member cannot be present, they are responsible for providing their alternate with reasonable notice so the alternate can attend. Alternates are encouraged to attend all meetings and to actively participate in all discussions, but may only vote if the member for whom they hold a proxy is absent.

**APPLICATION PROCESS**

Complete the attached **Application** and forward it to the Resource Hospital EMS office. All are required to get an endorsement signature from their EMS Agency Chief/EMS CEO, nurse manager, or appropriate supervisor so their work schedule can be altered, if necessary, to attend meetings.

**SELECTION AND APPROVAL OF MEMBERS and ALTERNATES**

1. The Board will review and affirm nominees for appointed positions.
2. Existing Board members without a conflict of interest will consider and vote on applications received for elected members and alternates. They shall take into account the applicant's qualifications, years of service, extent of System participation, geographical distribution of members and applicants, and the stated reasons for applying for Board membership.

**NORTHWEST COMMUNITY EMS SYSTEM  
ADVISORY BOARD APPLICATION - 2017**

<b>Name:</b> (Please PRINT)	<b>EMS Agency/hospital:</b>						
<b>Position</b> (Include rank):	<b>Years in profession:</b> <b>Years in the NWC EMSS:</b>						
<b>Phone #:</b>	e-mail address:						
<b>BOARD POSITION DESIRED:</b> (Check one) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 2px;"><input type="checkbox"/> Paramedic Non-OFFICER alternate (2 openings)</td> <td style="width: 50%; padding: 2px;"><input type="checkbox"/> Private agency alternate (1 opening)</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> ECRN member (1 opening)</td> <td style="padding: 2px;"><input type="checkbox"/> ECRN alternate (1 opening)</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> EMD member (1 opening)</td> <td style="padding: 2px;"><input type="checkbox"/> EMD alternate (1 opening)</td> </tr> </table>		<input type="checkbox"/> Paramedic Non-OFFICER alternate (2 openings)	<input type="checkbox"/> Private agency alternate (1 opening)	<input type="checkbox"/> ECRN member (1 opening)	<input type="checkbox"/> ECRN alternate (1 opening)	<input type="checkbox"/> EMD member (1 opening)	<input type="checkbox"/> EMD alternate (1 opening)
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<input type="checkbox"/> ECRN member (1 opening)	<input type="checkbox"/> ECRN alternate (1 opening)						
<input type="checkbox"/> EMD member (1 opening)	<input type="checkbox"/> EMD alternate (1 opening)						

**Give a brief description of your experience in, and contributions to your profession and why you are applying for Board membership.** (If you need additional space, please use the back of this form.)

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<b>Statement of Intent:</b>	
I, (PRINT NAME) _____, am applying to be a member or alternate member of the Northwest Community EMS System Advisory Board and agree to fulfill all obligations and commitments stated in the Board's By-Laws. I understand the expectations of Board membership and agree to attend meetings and represent my constituencies to the best of my ability.	
_____ Signature of Applicant	_____ Date
<b>Endorsed By:</b>	
_____ Signature of Agency Chief or Employer Supervisor	_____ Date

**Return completed application to the NWC EMSS Office by March 7, 2017**  
 Fax: 847-618-4489 or email to [cmattera@nch.org](mailto:cmattera@nch.org)