



HEALTHCARE LAUNDRY ACCREDITATION COUNCIL (HLAC): ADVISORY COMMITTEE ORGANIZATIONAL STRUCTURE

PURPOSE The purpose of the HLAC Advisory Committee is to provide the Healthcare Laundry Accreditation Council a resource to be used to support the Council's goals and mission. The Advisory Committee shall advise, consult, and make recommendations to the HLAC Board on matters related to the activities, function, interests, and policies carried out by and through HLAC.

STRUCTURE The Committee will consist of interested professionals willing to serve the healthcare textile processing industry. Participation may include, but is not limited to, individuals from accredited laundries, other healthcare textile processors, industry associations and suppliers, past HLAC Board Directors, government representatives, retirees and the consumer sector. HLAC will conduct periodic assessments of the Committee's objectives, activities and progress based on HLAC Board approved tasks, goals and/or objectives.

FUNCTION The HLAC Board will direct the Advisory Committee to provide information, answers, and/or recommendations needed to support HLAC's mission and vision. The HLAC Board will also set the priorities of the Advisory Committee. The Advisory Committee will then focus on those projects and provide practical, independent advice and focused recommendations to the HLAC Board. In addition, the Committee may also raise topics or trends to HLAC that it deems important and relevant to the processing of healthcare textiles.

ORGANIZATION There will be an Advisory Committee Chairperson, appointed by the HLAC Board. There will be no official length of the Chair term. When a new HLAC Chair is elected or promoted, the new HLAC Chair will have the responsibility of reviewing the Advisory Committee Chair position as well as his or her performance before sanctioning a continuation of the current Advisory Chair or appointing another Advisory Chair. The Advisory Committee Chair may be asked to participate in the Annual Board Meeting and/or other Board or Committee Meetings as specified in an advisory capacity only, with no voting privileges.

MEETINGS/TELEPHONE CONFERENCE CALLS/WEBINARS Meetings of the Advisory Committee shall be held at a frequency commensurate with the committee activities and projects. The frequency, dates, times and purpose of meetings will be established by the Advisory Committee Chairperson. Meetings may be held by conference call, via Internet meeting methodology, or in person. Standing or ad hoc subcommittees may be established for specific projects or on-going programs. Advisory Committee participants may be asked to participate in HLAC Committee meetings in a support role. The Advisory Committee Chair is responsible for generating Advisory Committee reports to summarize meeting minutes and current activities as well as issuing an Executive Committee progress report as requested (e.g. annual summary of activities, an interim summary of activities, specific tasks/projects of interest, etc.).

PARTICIPATION FEE There will be no participation fee. However, at the discretion of HLAC, fees can be established to cover costs, such as telephone conference calls, webinars, mailings, and other undetermined costs related to Advisory Committee purposes. For any potential in-person Advisory Committee meetings, participants will be asked to cover their travel costs.

REPORTING The Advisory Committee will finalize/approve all Committee documents from Committee meetings and as necessary establish Committee SOP's and/or Policies and Procedures to achieve the Committee's stated purpose. The Executive Director will provide oversight to facilitate communication with the Executive Committee and to align committee activities with HLAC mission and goals. The Executive Director will attend Advisory Committee meetings. The HLAC Chair and Vice Chair will be copied on all meeting minutes and project summaries.

COMMITTEE REPORTING STRUCTURE The Committee reports through the Advisory Committee Chair to the HLAC Executive Committee.

OTHER ACTIVITIES The HLAC Board will review the Advisory Committee's purpose each year to ensure its work supports the mission of the Healthcare Laundry Accreditation Council.