

Committee Name	Charge	Responsibilities	Time Commitment
<b>Awards</b>	Determine national awards criteria, scoring, and selection of award recipients for board approval.	<ul style="list-style-type: none"> <li>• Recommend procedures/protocols to select award recipients.</li> <li>• Meet as needed to determine scoring and selection of recipients.</li> <li>• Submit selections for board approval.</li> </ul>	<ul style="list-style-type: none"> <li>• 30 hrs./year</li> </ul>
<b>Bylaws</b>	Reviews the AMT Bylaws so they reflect the current mission of the organization and current practices in the allied health professions.	<ul style="list-style-type: none"> <li>• Review the Bylaws of AMT.</li> <li>• Recommend changes in the Bylaws the committee deems beneficial to the fundamental objectives of AMT.</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 hrs./year</li> </ul>
<b>Annual Meeting Committee (now includes Scientific/Speakers)</b>	<p>Provides guidance for the AMT Annual Meeting, including committee meetings, social events, business meeting or other sessions as may be required by the National Bylaws.</p> <p>Administers the "Hall of Memories" and "The Book of Memorials".</p> <p>Assists with the planning and selection of scientific seminars and workshops, in cooperation with the AMT Education Department, for the AMT Annual Meeting.</p>	<ul style="list-style-type: none"> <li>• Carry out other duties and/or sessions as may be required.</li> <li>• Develop recommendations for improvement of future Annual Meetings</li> <li>• Assist in social events.</li> <li>• Maintain the Hall and Book of Memories and have available at each Annual Meeting.</li> <li>• Identify speakers and areas of expertise for the above and submit such lists to the AMT Director of Education and Meetings</li> <li>• Arrange for moderators</li> </ul>	<ul style="list-style-type: none"> <li>• Total time commitment = 30 hrs./year</li> </ul>
<b>Credentials</b>	Responsible for verification of credentials of AMT delegates and alternates to the Annual Business Meeting.	<ul style="list-style-type: none"> <li>• Manage the process of seating the House of Delegates alphabetically by state.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 hr./yr. (all work is performed at the annual meeting)</li> </ul>
<b>Government Affairs</b>	Assists AMT in dealing with the federal legislative and regulatory bodies that affect the practice of disciplines certified by AMT.	<ul style="list-style-type: none"> <li>• The Chair will review all issues and communicate and/or coordinate with the committee and Legal Counsel any actions or endorsements of legislative initiatives.</li> <li>• Assist in determining and formulating communications to legislators and/or regulatory bodies.</li> <li>• The Judiciary Councillor will assist in work related to legislation and/or regulations.</li> <li>• Assist AMT in its efforts to contact senators and/or representatives on issues affecting the</li> </ul>	<ul style="list-style-type: none"> <li>• 12 hrs./yr. (approximately 1 hr/mo.)</li> </ul>

		<p>disciplines certified by AMT and AMT certificants</p> <ul style="list-style-type: none"> <li>• Prepare reports for dissemination to AMT registrants on legislative matters affecting the practice of their profession.</li> </ul>	
<b>Judiciary</b>	Oversees all legal, punitive and judiciary authority for the Registry.	<ul style="list-style-type: none"> <li>• Hear all complaints against members and render interpretations of the AMT Bylaws.</li> </ul>	<ul style="list-style-type: none"> <li>• Total time commitment = 48 hrs./yr. (4 hrs./mo.)</li> </ul>
<b>Nominating</b>	Conduct activities to identify members who possess outstanding qualifications to serve as candidates for elective positions on the Board of Directors.	<ul style="list-style-type: none"> <li>• Identify members who possess outstanding qualifications to serve as candidates for elective positions on the national board.</li> </ul>	<ul style="list-style-type: none"> <li>• 10hrs./yr.</li> </ul>
<b>Online Communications (OCC)</b>	Evaluates suggestions, future direction, progress, and problems related to state society communications.	<ul style="list-style-type: none"> <li>• Support state societies in online communication and engagement.</li> <li>• Attend the OCC meeting at the Annual Meeting.</li> <li>• Assist the OCC Chair with the Social Media Workshop at the Annual Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• 6-7 hrs./year</li> </ul>
<b>Scholarship</b>	Evaluates the applications submitted for any scholarship offered by AMT.	<ul style="list-style-type: none"> <li>• Review all scholarship applications score all submissions using the points system, select alternate(s) in the event the original recipients are unable to use the scholarship grants.</li> </ul>	<ul style="list-style-type: none"> <li>• 9-10 hrs./year</li> </ul>
<b>State Finance Advisory</b>	Advises and assists the state society officers in regard to budgeting and financial questions that may arise.	<ul style="list-style-type: none"> <li>• Review financial reimbursement requests that are in question.</li> <li>• Recommend spending policies and procedures.</li> <li>• Assist the state societies in preparing budgets.</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 hrs./year</li> </ul>
<b>State Planning Advisory</b>	Acts as an advisory panel to assist state societies with event planning throughout the year.	<ul style="list-style-type: none"> <li>• Recommend procedures/protocols to state societies for carrying out effective events in the state societies or districts.</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 hrs./year</li> </ul>
<b>Student Activities</b>	Assists the Committee Chair in promoting student membership and student participation in AMT programs.	<ul style="list-style-type: none"> <li>• Select outstanding student and technical writing award winners.</li> <li>• Encourage state society student activities and</li> </ul>	<ul style="list-style-type: none"> <li>• 5 hrs./yr.</li> </ul>

		assist in supporting student participation at the state level	
<b>CMAS EQS</b>	Develops and revises certification examination specifications, constructs and reviews certification examinations, monitors examination outcomes and monitors examination validity. The committee assists the AMT Examination, Qualifications and Standards Committee in the determination of policies and procedures regarding examination administration for the Certified Medical Administrative Specialist.	<ul style="list-style-type: none"> <li>• Prepare, review, and approve certification examinations for medical administrative specialists.</li> <li>• Maintain an adequate item pool from which questions can be generated for CMAS certification examinations.</li> <li>• Supervise the development of competency-based examinations for the CMAS certification programs.</li> </ul>	<ul style="list-style-type: none"> <li>• 12 hrs./year</li> </ul>
<b>CMLA EQS</b>	Develops and revises certification examination specifications, constructs and reviews certification examinations, monitors examination outcomes and monitors examination validity. The committee assists the AMT Examinations, Qualifications and Standards committee in the determination of policies and procedures regarding examination administration for the Medical Laboratory Assistant.	<ul style="list-style-type: none"> <li>• Prepare, review, and approve certification examinations for medical laboratory assistants.</li> <li>• Maintain an adequate item pool from which questions can be generated for CMLA certification examinations.</li> <li>• Supervise the development of competency-based examinations for the CMLA certification programs.</li> </ul>	<ul style="list-style-type: none"> <li>• 12 hrs./year</li> </ul>
<b>MDT EQS</b>	Develops and revises certification examination specifications, constructs and reviews certification examinations, monitors examination outcomes and monitors examination validity. The subject matter panel assists the AMT Examinations, Qualifications and Standards Committee in the determination of policies and procedures regarding examination administration for the Molecular Diagnostics Technologist.	<ul style="list-style-type: none"> <li>• Prepare, review, and approve certification examinations for Molecular Diagnostics Technologist</li> <li>• Maintain an adequate item pool from which questions can be generated for MDT certification examinations.</li> <li>• Supervise the development of competency-based examinations for the MDT certification programs.</li> </ul>	<ul style="list-style-type: none"> <li>• 12 hrs./year</li> </ul>
<b>MLS/MLT EQS</b>	Develops and revises certification examination specifications, constructs and reviews certification examinations, monitors examination outcomes and monitors examination	<ul style="list-style-type: none"> <li>• Prepare, review, and approve certification examinations for medical technologist/medical laboratory technicians.</li> <li>• Maintain an adequate item pool from which</li> </ul>	<ul style="list-style-type: none"> <li>• 12 hrs./year</li> </ul>

	<p>validity. The subject matter panel assists the AMT Examinations, Qualifications and Standards Committee in the determination of policies and procedures regarding examination administration for the Medical Laboratory Scientist/Medical Laboratory Technicians.</p>	<p>questions can be generated for MLS/MLT certification examinations.</p> <ul style="list-style-type: none"> <li>• Supervise the development of competency-based examinations for the MLS/MLT certification programs.</li> </ul>	
<b>RDA EQS</b>	<p>Develops and revises certification examination specifications, constructs, and reviews certification examinations, monitors examination outcomes, and monitors examination validity. The committee assists the AMT Examinations, Qualifications and Standards Committee in the determination of policies and procedures regarding examination administration for the Registered Dental Assistant.</p>	<ul style="list-style-type: none"> <li>• Prepare, review, and approve certification examinations for dental assistants.</li> <li>• Maintain an adequate item pool from which questions can be generated for RDA certification examinations.</li> <li>• Supervise the development of competency-based examinations for the RDA certification programs.</li> </ul>	<ul style="list-style-type: none"> <li>• 12 hrs./year</li> </ul>
<b>RMA EQS</b>	<p>Develops and revises certification examination specifications, constructs and reviews certification examinations, monitors examination outcomes and monitors examination validity. The committee assists the AMT Examinations, Qualifications and Standards Committee in the determination of policies and procedures regarding examination administration for the Registered Medical Assistant.</p>	<ul style="list-style-type: none"> <li>• Prepare, review, and approve certification examinations for medical assistants.</li> <li>• Maintain an adequate item pool from which questions can be generated for RMA certification examinations.</li> <li>• Supervise the development of competency-based examinations for the RMA certification programs.</li> </ul>	<ul style="list-style-type: none"> <li>• 12 hrs./year</li> </ul>
<b>RPT EQS</b>	<p>Develops and revises certification examination specifications, constructs, and reviews certification examinations, monitors examination outcomes, and monitors examination validity. The subject matter panel assists the AMT Examinations, Qualifications and Standards Committee in the determination of policies and procedures regarding examination administration for the Registered Phlebotomy Technician.</p>	<ul style="list-style-type: none"> <li>• Prepare, review, and approve certification examinations for phlebotomy technicians.</li> <li>• Maintain an adequate item pool from which questions can be generated for RPT certification examinations.</li> <li>• Supervise the development of competency-based examinations for the RPT certification programs.</li> </ul>	<ul style="list-style-type: none"> <li>• 12 hrs./year</li> </ul>

<p><b>PCT EQS</b></p>	<p>Develops and revises certification examination specifications, constructs, and reviews certification examinations, monitors examination outcomes, and monitors examination validity. The subject matter panel assists the AMT Examinations, Qualifications and Standards Committee in the determination of policies and procedures regarding examination administration for the Patient Care Technician.</p>	<ul style="list-style-type: none"> <li>• Prepare, review, and approve certification examinations for phlebotomy technicians.</li> <li>• Maintain an adequate item pool from which questions can be generated for PCT certification examinations.</li> <li>• Supervise the development of competency-based examinations for the PCT certification programs.</li> </ul>	<ul style="list-style-type: none"> <li>• 12 hrs./year</li> </ul>
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