



## Containment COP Publications Subcommittee Position Description

*Updated on 27-Jan-12*

### Containment COP Subcommittee Overview:

Containment COP Subcommittees support the work of the Global Containment COP Steering Committee. The Subcommittees and define their goals and objectives in alignment with and to support the overall goals and objectives of the Containment COP Steering Committee and ISPE.

### Mission of the Containment COP:

The Containment COP provides a forum for those individuals involved in enhancing the safety of patients and people from exposure, contamination and cross contamination of hazardous compounds. The Containment COP facilitates interaction with all appropriate stakeholders to share, influence and change knowledge, guidance and regulations for the good of all.

The Containment COP will seek to become a World Class knowledgeable panel representing the thoughts of subject matter experts selected by consensus of a steering committee.

### Publications Subcommittee Purpose and Objectives:

- Coordinate and produce containment content for publications such as e-Letters, Knowledge Briefs, articles etc.

**Appointed by:** COP Chair/Co-Chair and Subcommittee Chair

### Responsibilities of this Position:

- Attend and actively participate in Subcommittee meetings
- Develop the topics and projects identified by the Global Steering Committee
- Help identify work streams and work products that will be of benefit to the Containment COP, ISPE and to the industry in general

#### Additional responsibilities for Subcommittee Chairs:

- Responsible for driving execution and timely completion of projects and for soliciting membership for their Subcommittee.
- Responsible for holding regular Subcommittee meetings and reporting progress to the Steering Committee via attendance at Steering Committee monthly meetings.

### Skills/Experience Requirements for this Position:

- The incumbent must be an ISPE member in good standing
- The incumbent should be a subject matter expert in the discipline of the COP
- The incumbent must have strong leadership skills
- Project management skills are a plus.

**Length of Service:** 1 Year Additional Details (optional): The COP may determine a longer term of office.

**Time Commitment:** Approximate hours per month: >0 to 5 Hours

Work will be  intermittent  regular  regular with peaks requiring additional effort.

### Resource Requirements

**Provided by ISPE staff or volunteers:** The Subcommittee Chair will provide guidance on the assignments of the Subcommittee members. The Containment COP Steering Committee will provide guidance on the assignments of the Subcommittee as a whole. The ISPE Staff Project Manager provides support to the Steering Committee.

**Expected from the volunteer (or his/her employer):** Active participation is expected from all Subcommittee members. Subcommittee members should have commitment from his/her employer to allow participation in committee meetings during working hours. Access to electronic tools (email, internet) is expected.

### Meeting Schedule:

Subcommittee meetings will be held virtually on a monthly or bi-monthly basis.

### Attendance Requirement:

All Subcommittee Committee Members should attend a minimum of 75% of the meetings; all of them if possible.

### **Volunteer Expectations**

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| <ul style="list-style-type: none"> <li>✓ <i>Actively participate in meetings</i></li> <li>✓ <i>Read materials and come prepared to each meeting</i></li> <li>✓ <i>Listen to people and ideas</i></li> <li>✓ <i>Become knowledgeable of the Society's policies and procedures</i></li> <li>✓ <i>Complete assignments on time</i></li> </ul> | <ul style="list-style-type: none"> <li>✓ <i>Respond to communications in a timely manner</i></li> <li>✓ <i>Develop a good relationship with Staff</i></li> <li>✓ <i>Respect confidentiality</i></li> <li>✓ <i>Fully support all decisions of the Board and Committee</i></li> <li>✓ <i>Always act in the best interests of ISPE</i></li> </ul> |
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If you are interested in volunteering for this position please click the link to complete a Volunteer Profile <http://www.ispe.org/volunteerprofile>