



# COMMITTEE MEMBER GUIDE

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American Board for Certification in  
Orthotics, Prosthetics & Pedorthics

## ABC Mission

ABC is the comprehensive credentialing organization whose mission is to establish and advocate for the highest patient care and organizational standards in the provision of safe and effective orthotic, prosthetic and pedorthic services.

### ABC fulfills this mission by:

- ★ Measuring patient care provider's knowledge and skills through rigorous credentialing programs
- ★ Establishing standards of organizational performance through facility accreditation
- ★ Mandating professional continuing education to maintain competency
- ★ Administering a professional ethics program
- ★ Communicating the value and importance of ABC credentials

## Vision

All ABC activities are guided by the following vision statement:

**SETTING STANDARDS • IMPROVING OUTCOMES • CHANGING LIVES**



## Committees

The committees of ABC shape its character, define its goals, chart its future, nurtures, strengthens and protects.

### **ABC has the following committees:**

**Continuing Education ☆ Facility Accreditation**

**☆ Orthotic and Prosthetic CPM Administration Committees**

**☆ Orthotic Exam Committees ☆ Prosthetic Exam Committees**

**☆ Professional Credentialing ☆ Professional Ethics ☆ Scope of Practice**



**Thank you for volunteering your time and expertise to ABC. We greatly value our volunteers' contributions and appreciate your commitment to advancing not only ABC's mission but also the future of the O&P profession.**

## **Eligibility Criteria**

- Hold an ABC credential in good standing. The volunteer must not have been sanctioned at any time in a manner that resulted in loss of good standing of their ABC credential or O&P license.
- Absent an ABC credential the individual must possess specific expertise in a discipline necessary to the activity.
- Have three years of experience in the discipline of certification. The minimum may be shortened for specific activities.
- Must accept responsibility for conducting ABC activities in a professional, safe and ethical manner.

## **Dismissal of a Volunteer**

Volunteers who do not adhere to the rules and procedures of ABC or who fail to satisfactorily perform their volunteer assignment are subject to dismissal.

## **Reasons for Dismissal**

Possible grounds for dismissal may include, but are not limited to, the following: any sanction that results in the loss of good standing of their ABC credential or O&P license, gross misconduct or insubordination, using illegal drugs and/or any legally controlled substances resulting in the impairment of their professional judgment and/or ability to serve as a volunteer, theft of property or misuse of ABC equipment or materials, abuse or mistreatment of other volunteers, staff or others, failure to abide by ABC policies and procedures, failure to meet physical or mental standards of performance and failure to satisfactorily perform assigned duties.



## **Committee Roles and Responsibilities**

### **Committee Chair**

- Facilitates meetings and/or conference calls
- Encourage active engagement from all committee members
- Provides leadership to assure that the committee charge is met
- Collaborates with staff to develop and monitor the work and goals of the committee
- Sets meeting and conference call agendas
- Communicates effectively with the board liaison and/or board of directors

### **Committee Members**

- Participates actively in all meetings and conference calls
- Respects different points of views
- Respects time limits – they are necessary to achieve the charge of the committee
- Asks for clarification when needed
- Provides written or verbal feedback on issues or documents under discussion by the committee

### **Staff**

- Provides support services and resources (i.e., agendas, minutes, reports, research)
- Implements committee decisions
- Provides clarification on issues and provides historical information on projects/issues
- Provides input from a staff perspective on issues under discussion
- Communicates information about committee activities to other staff
- Solicits information or input from staff as appropriate

## Length of Term and Individual Commitment

ABC's President approves all committee appointments. Appointments are typically for a one-to-four year term beginning December 1st or other date as needed. The president approves renewal and/or removal from the committee. Most committees typically meet in-person once or twice a year and via conference call approximately 1-3 times a year.

You are asked to commit to attending each meeting and conference call, and to prepare for and actively participate in the committee meetings. Appointment to a committee represents a serious commitment to serve the organization.

## Communication

Staff contacts committee members most frequently by phone and e-mail. We also utilize a secure portal through the ABC website, **ABCop.org**, as a way for committee members to review documents. Please provide contact information in order to utilize the most effective and confidential method of communication.

## Representing ABC with the Media

We ask that you not speak to the media on behalf of ABC and its programs and policies. All requests for comments are to be directed to the committee staff contact.

## Recognition

We appreciate your volunteer service on behalf of ABC and hope that your experience is meaningful. If you have any questions about your committee responsibilities during your term, please contact the ABC President or the Executive Director.



## **Conflict of Interest**

In your capacity as a committee member, you must act at all times in the best interests of ABC. This policy identifies what constitutes a conflict of interest, helps in identifying and disclosing actual and potential conflicts, and helps ensure the avoidance of conflicts of interest where necessary.

- All committee members have a fiduciary duty to conduct themselves without conflict to the interests of ABC. You must subordinate personal, individual business, third-party and other interests to the welfare and best interests of ABC.
- A conflict of interest is a transaction or relationship which presents or may present a conflict between your obligations to ABC and your personal, business or other interests.
- All conflicts of interest are not necessarily prohibited or harmful to ABC. However, full disclosure of all actual and potential conflicts, and a determination by the President or Executive Director, are required.
- All actual and potential conflicts of interests shall be disclosed to the President or Executive Director whenever a conflict arises. A determination will be made as to whether a conflict exists and what subsequent action is appropriate (if any).

## **Confidentiality**

All material covered in committee meetings is considered confidential unless otherwise noted. You should speak for the organization on these topics only when asked to do so. Written material produced by the committee must be kept in a secure place and you may be required to sign a confidentiality statement.

## **Retention of Committee Related Documents**

All materials provided to the committee for research and analysis as well as all materials generated by the committee in the execution of its charge are the property of ABC and as such should be kept confidential and secure. When your service on the committee ends, all documents related to committee work and activities must be destroyed.

## Expense Reimbursement Policy

The ABC Board of Directors recognizes that board members, volunteers and staff (“Personnel”) may be required to travel or incur expenses from time to time to conduct organizational business and to further ABC’s mission. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses. It is the policy of ABC to reimburse only reasonable and necessary expenses actually incurred by Personnel. When incurring business expenses, ABC expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend ABC’s money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses supported by required documentation.





## Reimbursement Voucher

Expenses will not be reimbursed unless the individual requesting reimbursement submits a Reimbursement Voucher. The Reimbursement Voucher must be submitted within 30 days of the completion of travel and must include:

- The individual's name.
- The date, origin, destination and purpose of the trip, including a description of each ABC-related activity during the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct ABC's business).
- Detailed itemization of all expenses for which reimbursement is requested.

## Receipts

Receipts are required mandatory. Unusual items or amounts must also be fully explained.

## General Travel Requirements

Individuals traveling on behalf of ABC may incorporate personal travel or business with their ABC-related trips; however, Personnel shall not arrange ABC travel at a time that is less advantageous to ABC or involving greater expense to ABC in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by ABC. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by ABC.

## Air Travel

**General.** Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. The-least expensive direct, nonstop commercial airfare in economy class will be reimbursable from the airport nearest the traveler's home or office to the airport nearest the destination. Seat reservations and one checked luggage item will be reimbursed. Upgrades to first or business class will not be reimbursed.

### *Frequent Flyer Miles and Compensation for Denied Boarding.*

Personnel traveling on behalf of ABC may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

### *Travel Insurance*

If Personnel feel that a situation such as weather, family concerns or other situations warrant the purchase of travel insurance it will be reimbursed.

### **Lodging**

**General.** Lodging is reimbursable at the single-room rate for days of meetings, including the night before and after if flight schedules make such stays necessary.

When lodging accommodations have been arranged by ABC and the traveler elects to stay elsewhere, reimbursement is made at an amount no higher than the rate negotiated by ABC, and reimbursement is not made for transportation between the alternate lodging and meeting site.

**Guests.** If an individual accompanies the traveler, it is the responsibility of the traveler to determine the added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.



## Meals

**General.** Personnel traveling on behalf of ABC are reimbursed for the reasonable and actual cost of meals. In addition, reasonable and necessary gratuities will be reimbursed. Please note: if meals are purchased for others, the individuals must be identified as those for whom ABC has responsibility for such expenses; otherwise such expenses will not be reimbursed.

**Guests:** At certain events ABC will approve meal expenses for guests of Personnel. Because group meals can be quite expensive, please make sure if you have RSVP'd for a guest that they actually attend (barring any unforeseen occurrence, such as illness). Once the headcount has been turned in, ABC pays for those meals even if the guest does not attend. The headcount is typically required 5 -7 days in advance of the meal. Reimbursement will not be provided for the alternate meal of Personnel or guests who RSVP to a group meal and do not attend.

## Ground Transportation

The following ground transportation expenses are reimbursable:

**Car rental:** If a rental car is necessary for business purposes the car must be a standard or mid-size car. Larger or luxury vehicles will be reimbursed at the standard-size rate. Also, because your personal car insurance may not cover ABC business use, Personnel should select the loss-damage waiver and liability coverage, both of which are reimbursable.

**Shuttle, taxi, ride sharing, ride hailing, personal automobile** or other similar means to and from the airport at the points of origin and destination, and at the destination if essential for business purposes. Limousine or other luxury travel expenses will not be reimbursed.

**Parking and toll** expenses, including charges for hotel parking, incurred by Personnel traveling on ABC business. On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.

**Personal Cars:** When individuals use their personal car for travel, including travel to and from the airport, mileage will be allowed at the current IRS rate per mile. In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the current IRS rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip economy airfare.

## **Other Gratuities**

Reasonable gratuities that are not covered under meals shall be reimbursed. These include: airline skycap, cab/rideshare driver, shuttle driver, valet, bellman and hotel housekeeping.

## **Non-Reimbursable Expenditures**

ABC maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed. Expenses that are not reimbursable include, but are not limited to:

- When ABC sponsors a hosted bar before, during or after an event, reception or meal, the traveler will not be reimbursed for additional alcoholic beverages purchased after the event.
- Cell phone and data usage charges
- Movies, in-flight wifi or other entertainment
- Golf, spa or other activities

## **Travel Cancellation**

If we cancel a committee meeting after you have purchased an airline ticket, you must cancel the reservations and note the requirements for reusing the ticket for future ABC related travel. If you cancel travel due to personal circumstances, the director of human resources must be notified immediately. It is your responsibility to cancel the ticket and send us all supporting documentation. Once an airline ticket is booked, you must receive prior approval to make any changes. If we are not notified of changes in a timely manner, the cost of the ticket and any costs associated with canceling or changing the ticket will be your responsibility.



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