



HEALTHCARE LAUNDRY ACCREDITATION COUNCIL (HLAC) ADVISORY COMMITTEE ORGANIZATIONAL STRUCTURE

1. PURPOSE

The purpose of the HLAC Advisory Committee is to serve at the pleasure of the Healthcare Laundry Accreditation Council as well as 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.

2. 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 an annual assessment of the Committee's objectives, activities and progress.

3. FUNCTION

The HLAC Board will set the priorities of the Advisory Committee. The Advisory Committee will then focus on those projects and provide practical and independent advice and recommendations to HLAC on those projects. In addition the Committee may also raise topics or trends to HLAC that it deems important and relevant to the processing of healthcare textiles.

4. 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.

5. MEETINGS/TELEPHONE CONFERENCE CALLS/WEBINARS

Meetings of the Advisory Committee shall be held not less than 3 times per year at the call of 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.

6. PARTICIPATION FEE

There will be participation fee to cover Advisory Committee operating costs. HLAC will establish all participation fees and such fees shall be reviewed and subject to change at any time. Fees will be used 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.

7. REPORTING

The Advisory Committee will document its meetings and submit minutes to the HLAC Vice Chairperson. The Executive Director will attend all Advisory Committee meetings.

8. OFFICIAL WHOM COMMITTEE REPORTS TO HLAC Vice Chairperson.

9. 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.