



Grants Committee Description and Expectations

Committee Background and Description

The Grants Committee of CSRO was formed in 2018 to establish the granting process for advocacy grants to state society members, review grant applications, and make recommendations for funding to the CSRO Board of Directors. The grants are intended to assist member societies with their own advocacy efforts at the state level. Funds may be used for specific advocacy activities, including but not limited to:

- Sponsored advocacy day at the state capitol
- Advocacy training for member rheumatologists
- Conference registration fees
- Specific issue webinar development

Member societies may submit an application to fund any activities that support advocacy for issues that affect rheumatologist members to be considered by this committee, who may request additional information of the applicant before convening a meeting of the committee to determine their recommendation to the Board. The CSRO Board of Directors makes the final decision on funding, which will be communicated to the applicant by this committee. A final report on how the funding was used will be required of all successful grant applicants.

Revised Committee Charge

In 2020, the Board approved a request for funding of a pediatric rheumatology fellowship with the intention of creating a fellowship grant available to member societies who wish to partner with CSRO in supporting a rheumatology fellowship in their state or region, and the Grants Committee is charged with developing the recommended parameters and process for this new grant opportunity for its members.

The final version of the recommendation should be presented to the CSRO Board of Directors at their meeting in March 2022 for a vote to adopt the new grant process and parameters, and upon approval, presented to members shortly thereafter.

Committee Makeup

The committee will consist of 2-7 volunteer members from the CSRO Board of Directors only; non-Board members will not be invited to this committee. The committee will be led by a chair appointed by the President of the Board from among the members of the Board of Directors, with the support of a co-chair.

The committee will be staffed by the Executive Director and will be scheduled to accommodate members' office hours as much as possible. Committee work is considered volunteer time in support of CSRO's mission and is therefore not considered eligible for reimbursement.

Committee Expectations

The committee is expected to meet a minimum of twice per year and is encouraged to tailor their meeting schedule to make continual progress toward fulfilling the charge of the committee. Drafts of the fellowship grant parameters and process shall be shared with the Executive Committee and/or

Board throughout 2021 for feedback leading up to the March 2022 meeting of the Board of Directors, and should include:

- Recommendation regarding naming rights for funded fellowships
- Application form and eligibility requirements, including an indication of the ability to partially fund the fellowship and a listing of other sources of funding, as both a matching and nonmatching grant option should be available
- Rubric for scoring applications
- Communications plan for follow up to all applicants
- Reporting requirements for funded programs

This committee charter will be reviewed for additional revisions upon completion of this charge with possible expansion of scope to include an assessment of regional need for more rheumatologists to possibly inform how the fellowship grants are awarded, and considering outreach to residents to encourage consideration of rheumatology as a specialty and grants to advanced practitioners considering rheumatology.



State Society Committee Description and Expectations

Committee Description

The CSRO is made up of state and regional rheumatology society members who are invited to an annual State Society Advocacy Conference each fall. To maintain and enhance relations with CSRO members, the State Society Committee helps plan the fall State Society Advocacy Conference (SSAC) and helps with outreach to members and member prospects.

Committee Charge

The committee will support the Advocacy staff, Executive Director, and Administrative & Meetings Manager in planning the content for the annual SSAC, with their primary focus on member communications to encourage attendance. They will conduct outreach to prospective CSRO members, inviting them to join CSRO and participate in the SSAC.

The committee will develop strategies to engage new rheumatologists with advocacy and encourage their individual membership with their state society. Additionally, the committee will maintain communications with member societies throughout the year to better inform the content of the SSAC, enhance member relations, and encourage member engagement.

Committee Makeup

The committee will consist of 2-7 volunteer members, who may or may not be on the CSRO Board of Directors and who will be recruited from different geographic regions to represent the diversity of CSRO's membership. The committee will be led by a chair appointed by the President of the Board from among the members of the Board of Directors, with the support of a co-chair.

The committee will be staffed by the Executive Director, Administrative & Meetings Manager, and Advocacy staff and will be scheduled to accommodate members' office hours as much as possible. Committee work is considered volunteer time in support of CSRO's mission and is therefore not considered eligible for reimbursement.

Committee Expectations

The committee is expected to meet a minimum of twice per year and is encouraged to tailor their meeting schedule to make continual progress toward fulfilling the charge of the committee. Reports on activities will be submitted monthly to the Executive Committee by the Executive Director, and the Board will receive an update from the committee chair at each meeting of the Board of Directors.



Fellows Committee Description and Expectations

Committee Description

The CSRO supports rheumatology fellows by holding an annual Fellows Conference with information on the transition to private practice from academia, and the Fellows Committee helps plan the content and confirm the speakers for the Conference, as well as promote the conference to Fellowship Program Directors and administrators.

Committee Charge

The committee will plan the program for the annual Fellows Conference, working in conjunction with the Executive Director and Administrative & Meetings Manager and incorporating feedback from past event evaluations. Additionally, they will conduct outreach to Rheumatology Fellowship Program Directors and Administrators to build rapport, share information on the ways CSRO supports fellows, and inviting them to participate in the Fellows Conference, developing strategies to engage fellows and fellowship programs year-round.

Committee Makeup

The committee will consist of 2-7 volunteer members, who may or may not be on the CSRO Board of Directors, and including the Fellow-at-Large on the CSRO Board. The committee will be led by a chair appointed by the President of the Board from among the members of the Board of Directors, with the support of a co-chair.

The committee will be staffed by the Executive Director and Administrative & Meetings Manager and will be scheduled to accommodate members' office hours as much as possible. Committee work is considered volunteer time in support of CSRO's mission and is therefore not considered eligible for reimbursement.

Committee Expectations

The committee is expected to meet a minimum of twice per year and is encouraged to tailor their meeting schedule to make continual progress toward fulfilling the charge of the committee. Reports on activities will be submitted monthly to the Executive Committee by the Executive Director, and the Board will receive an update from the committee chair at each meeting of the Board of Directors.



Insurance Committee Description and Expectations

Committee Description

In furthering its mission to improve patient access to the best quality of care, CSRO works to stay abreast of issues with payers and insurance companies, then works to address those issues. The Insurance Committee works to better coordinate those efforts, liaising with other groups as needed to gather information and identify trends.

Committee Charge

The committee will outline a process to document and track complaints and payer issues; create template letters that practices can use in contacting insurers and payers, including who at the company should receive the correspondence; and serve as CSRO's liaison with National Organization of Rheumatology Management (NORM). They will also work to establish connections with regional Carrier Advisory Committees (CAC's) and liaise with the CAC's, recruiting rheumatologists to join the CAC's, and conducting outreach to regional MAC's.

As needed, the committee will spearhead state and national campaigns on policy issues, and they will work with state societies to encourage issues be brought to CSRO's attention, both for support in addressing them and to document them to look for trends across the country. Once identified, the committee will communicate the issues or trends to CSRO's members that are affected, sharing the resources available to them.

Committee Makeup

The committee will consist of 2-7 volunteer members, who may or may not be on the CSRO Board of Directors, who will be recruited from different geographic regions to represent the diversity of CSRO's membership, and who may include practice managers. The committee will be led by a chair appointed by the President of the Board from among the members of the Board of Directors, with the support of a co-chair.

The committee will be staffed by the Executive Director and Advocacy team and will be scheduled to accommodate members' office hours as much as possible. Committee work is considered volunteer time in support of CSRO's mission and is therefore not considered eligible for reimbursement.

Committee Expectations

The committee is expected to meet a minimum of twice per year and is encouraged to tailor their meeting schedule to make continual progress toward fulfilling the charge of the committee, and it may choose to conduct their business more often via email and ad hoc calls, to deal with issues in real time. Reports on activities will be submitted monthly to the Executive Committee by the Executive Director, and the Board will receive an update from the committee chair at each meeting of the Board of Directors.

The scope of the committee may expand in future years to include facilitating communications between rheumatology CAC members.



Affiliated Groups Committee Description and Expectations

Committee Description

The CSRO collaborates with and supports other associations, organizations, and foundations related to the rheumatology community. To maintain and enhance relationships with these partners, and to ensure CSRO's interests and priorities are appropriately represented, the Affiliated Groups Committee tracks CSRO's alliances, memberships, and charitable contributions.

Committee Charge

The committee will outline CSRO's memberships with affiliated organizations, the costs associated, and the benefits of the group to CSRO, including how it supports CSRO's mission. They will coordinate with the CSRO representatives to affiliated groups, or serve as the representative themselves, to confirm CSRO's position on the issues addressed by the affiliated group.

Using feedback from the CSRO representatives, and after evaluating the membership expense related to the benefits provided to CSRO, the committee will make recommendations to the Executive Committee and CSRO Board of Directors regarding continued or modified participation with each group. The committee will also define criteria for membership with affiliated groups and the parameters for how CSRO engages with them, including who can represent CSRO to those groups (Board only, state members, etc.).

Committee Makeup

The committee will consist of 2-7 volunteer members from the CSRO Board of Directors only; non-Board members will not be invited to this committee. As much as possible, the committee will include CSRO's representatives to outside organizations. The committee will be led by a chair appointed by the President of the Board from among the members of the Board of Directors, with the support of a co-chair.

The committee will be staffed by the Executive Director and supported by the Advocacy team, as needed, and will be scheduled to accommodate members' office hours as much as possible. Committee work is considered volunteer time in support of CSRO's mission and is therefore not considered eligible for reimbursement.

Committee Expectations

The committee is expected to meet a minimum of twice per year and is encouraged to tailor their meeting schedule to make continual progress toward fulfilling the charge of the committee. Reports on activities will be submitted monthly to the Executive Committee by the Executive Director, and the Board will receive an update from the committee chair at each meeting of the Board of Directors.