

NAMSS Artificial Intelligence Task Force

Task Force	AI Task Force
Task Force Charge	The AI Task Force is established to explore, assess, and provide recommendations regarding the responsible, ethical, and effective use of artificial intelligence (AI) within the NAMSS community. The Task Force will develop guidance and resources to help members understand, evaluate, and adopt AI technologies in ways that advance their professional goals while safeguarding key principles such as equity, privacy, transparency, and accountability. The Task Force will also make recommendations and policies for the use of AI within NAMSS operations.
Task Force Goals/Responsibilities	<ol style="list-style-type: none"> 1. Analyze current and emerging AI trends, tools, and practices relevant to the profession and industry sectors represented by the association. 2. Identify risks, opportunities, and implications of AI adoption for members and the broader field. 3. Gather input from members to understand current AI usage, knowledge gaps, and concerns. 4. Identify and document practical use cases and best practices for AI implementation across different professional contexts. 5. Develop a set of AI principles or guidelines to inform ethical and effective use of AI by members. 6. Recommend strategies for member education and engagement around AI, including potential training, resources, or standards. 7. Deliver a comprehensive report to the Board of Directors that includes findings, member guidance, and recommendations for future action, including whether to establish a standing AI committee or ongoing initiative.
Task Force Composition	The AI Task Force shall consist of up to nine (9) members, including a Chair and (optional) Vice Chair.
Membership Term	All Task Force members serve a one (1) year term and are eligible for reappointment for up to two additional terms (up to three years of service). Terms run January 1 st – December 31 st .
Expected Commitment	The Task Force will meet monthly via Zoom. Time commitment is 2 – 4 hours per month (approximate), including time for meetings and for review and feedback between meetings.
Selection/Appointment	The Chair and (optional) Vice Chair are appointed by the President-Elect. Task Force members are selected by the President Elect with input from the Task Force Chair. Task Force member selections are approved by the Board of Directors.
Reporting	The AI Task Force reports to the Board of Directors, providing verbal or written updates as needed.
Task Force Requirements	Task Force Members: <ol style="list-style-type: none"> 1. Express desire to serve. 2. Must be able to carry out the work of the Task Force. 3. Desire to advance the mission of NAMSS. 4. Active in the medical services profession. 5. Ability to work well with others. 6. Ability to make the necessary time commitment.

	<p>7. NAMSS member in good standing.</p> <p>8. Ability to attend and actively participate in virtual meetings and work between meetings.</p>
Task Force Roles and Authorities	<p><u>Makes Recommendations (to the Board of Directors)</u></p> <ol style="list-style-type: none"> 1. AI principles or guidelines to inform ethical and effective use of AI by members. 2. Strategies for member education and engagement around AI, including potential training, resources, or standards. 3. Recommendations for future action, including whether to establish a standing AI committee or ongoing initiative.
Staff Liaison(s)	<p>Kirsten Shaffer, NAMSS Executive Director kshaffer@namss.org (202) 367-2392</p>