

<b>Industry Benchmarks Task Force</b>	
<b>Task Force Charge</b>	Oversee development of NAMSS Industry Benchmarks and supplemental materials
<b>Task Force Goals/Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Determine areas of focus for industry benchmark development</li> <li>2. Review and approve benchmarks survey (administered by third party)</li> <li>3. Contribute to development and finalization of industry benchmarks report and supplemental materials</li> <li>4. Provide education to NAMSS members in support of industry benchmarks</li> <li>5. Serve as a resource to members looking for assistance in utilizing industry benchmarks</li> </ol>
<b>Task Force Composition</b>	The Industry Benchmarks Task Force is comprised of the following members: a Chair, a Vice Chair, and a minimum of seven (7) additional members.
<b>Membership Term</b>	All Task Force members, including the Chair, 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 <sup>st</sup> – December 31 <sup>st</sup> .
<b>Expected Commitment</b>	The Industry Benchmarks Task Force meets monthly via Zoom and Task Force members are expected to participate in document review and feedback between meetings.
<b>Selection/Appointment</b>	The Chair is 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.
<b>Reporting</b>	The Industry Benchmarks Task Force reports to the Board of Directors, providing verbal or written updates as needed.
<b>Task Force Requirements</b>	<p><b>Task Force Members:</b></p> <ol style="list-style-type: none"> <li>1. Express desire to serve with an interest/background in industry benchmark development</li> <li>2. Must be able to carry out the work of the Task Force</li> <li>3. Desire to advance the mission of NAMSS</li> <li>4. Active in the medical services profession</li> <li>5. Ability to work well with others</li> <li>6. Ability to make the necessary time commitment</li> <li>7. NAMSS member in good standing</li> <li>8. Ability to attend and actively participate in conference calls</li> </ol> <p><b>Task Force Chair:</b> In addition to the qualifications listed above, the Chair must hold CPCS or CPMSM certification.</p>
<b>Task Force Roles and Authorities</b>	<p><b><u>Makes Decisions</u></b></p> <ol style="list-style-type: none"> <li>1. Final benchmarks survey</li> <li>2. Educational content related to industry benchmarks report (i.e., webinars, articles, etc.)</li> </ol>

	<p><b><u>Makes Recommendations (to the Board of Directors)</u></b></p> <ol style="list-style-type: none"> <li>1. Areas of focus for industry benchmark development</li> <li>2. Final industry benchmarks report and supplemental materials.</li> </ol> <p><b><u>Monitors</u></b></p> <ol style="list-style-type: none"> <li>1. Industry benchmarks usage and compliance</li> <li>2. Areas of opportunity for further industry benchmarks development</li> </ol>
<b>Staff Liaison(s)</b>	<p>Kirsten Shaffer, Executive Director <a href="mailto:kshaffer@namss.org">kshaffer@namss.org</a>, (202) 367-2392</p> <p>Caitlin Hardy, Membership and Operations Manager <a href="mailto:chardy@namss.org">chardy@namss.org</a>, (202) 367-2460</p> <p>Katie Carroll, Membership &amp; Operations Sr. Associate <a href="mailto:kcarroll@namss.org">kcarroll@namss.org</a>, (202) 367-2416</p>

<b>Amended Date</b>	<b>Board Approval Date</b>
3/4/2025	