

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

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

Amended Date	Board Approval Date
3/4/2025	