



## Expert Advisory Panel (EAP) / Speaker Bureau Applicant Manual

- I. Purpose
  - a. The purpose of the EAP is to have subject matter experts available to advise the Board of Trustees (BOT) either directly or via the Councils (Councils on Advocacy, Education, Finance and Resources, Member Services and Professional Standards) and/or to work with any of the five Councils on specific matters within the purview of the Councils and pertinent to the area or areas of expertise of the EAP members.
- II. Components
  - a. There shall be two components to the EAP. They shall be 1) Internal Expert Advisory Panel, and 2) Speaker Bureau Directory.
    - i. The Internal Expert Advisory Panel shall list the members of the EAP who have been accepted to serve as subject matter experts to assist the BOT and/or the Councils.
    - ii. The Speaker Bureau Directory shall be a resource for NJPA and its Chapters to select speakers for educational activities and shall offer a value to NJPA members by providing a means for NJPA to recommend its members based on their subject matter expertise as potential speakers for other organizations.
- III. Composition
  - a. Membership: To be eligible for EAP membership, a nominee must be a NJPA member in an active membership category.
  - b. Appointment of Members: The Executive Committee (EC) shall review all applications and recommend appointment to the BOT. The BOT shall appoint members to the EAP on the recommendation of the EC.
- IV. Oversight and Management
  - a. Oversight: The BOT shall oversee the EAP and the management of the EAP. The EAP will be directly under the authority of the BOT.
  - b. Management: The NJPA Administration shall manage the EAP.
- V. Authority and Role of EAP Members
  - a. Members of the EAP shall not have authority to speak on behalf of the NJPA unless 1) they are specifically designated to do so by the BOT or 2) they serve in another position, such as NJPA President and the Council on Advocacy Chair and Co-chair, in which they have the authority to speak on behalf of NJPA. This restriction shall apply to both components of the EAP.
  - b. EAP members shall provide their expert opinions internally.
- VI. Value of EAP Membership
  - a. Members of the EAP shall be permitted to cite their membership in their curriculum vitae. Sample citation examples:

- “Member, Expert Advisory Panel, New Jersey Psychiatric Association, 2017 – present”
  - “Member, Speaker Bureau, New Jersey Psychiatric Association, 2017-present”
  - “Member, Expert Advisory Panel, New Jersey Psychiatric Association, Expert on Addiction Psychiatry, Diversity and Leadership – 2017 – present”
  - Member, Expert Advisory Panel including Speaker Bureau, New Jersey Psychiatric Association, Expert on Addiction Psychiatry, Diversity and Leadership – 2017 – present”
- b. Members of the EAP will have opportunity to enhance their professional network through collaboration with other experts in their area of expertise as well as with NJPA and local Chapter leaders, and members of allied organizations.

## VII. Procedures

### a. Utilization of Expert Advisors

- i. Expert advisors shall function in one of two ways when a request is made for their expert advice. These shall be the Survey Method and the Ad Hoc Work Group Method.

1. **Survey Method**-EAP members will respond individually about a matter under consideration and provide their expertise by answering a question or questions and/or offer comments about the matter.

- a. The Survey Method shall proceed without the approval of the BOT.
- b. The President or the President’s designee for specific matter shall have the authority to request the views and advice of the expert advisors who are the subject matter experts on the subject or subjects pertinent to a specific matter.
- c. The Chairpersons of each of the five Councils, or in their absence, the Co-Chairperson of each of the five Councils, shall have the authority to request the views and advice of the expert advisors who are the subject matter experts on the subject or subjects pertinent to a specific matter.
- d. All requests and responses shall be in writing via email.
- e. Time considerations shall be stated in each written request including a deadline for responding. If a matter needs urgent attention and has a short deadline, this shall be highlighted in the written request. In matters that require immediate attention, a telephone contact should be made with the expert advisor(s) in addition to the email request.
- f. Each written request shall include a description of the specific matter, pertinent documents and references either as attachments or as links, the specific question or questions that the expert advisors are being asked to address and request for any comments.

2. **Ad Hoc Work Group (AHWG) Method**-A work group is established to study the matter and produce a work product within a specified timeframe.

- a. A Council Chairperson shall establish an AHWG with the approval of the BOT when the respective Council: a) is charged with working on a specific matter and b) does not

have the human resources within the Council to work on the specific matter and bring it to completion or the specific matter requires more in depth study or work.

- b. Rarely, the President shall establish an AHWG with the approval of the BOT when there is: a) a matter that is deemed to address more than one strategic goal and it is not practical to assign aspects of the matter to the pertinent councils or b) a matter of such high importance that the work group should report directly to the President.
  - c. The BOT shall approve the establishment and purpose of an AHWG.
  - d. Each Council Chairperson shall have the authority and does not need BOT approval to select and appoint the members of an AHWG from amongst members of his/her Council and the EAP.
  - e. The President shall have the authority and does not need BOT approval to select and appoint the members of an AHWG from amongst members of the BOT, the Councils and the EAP.
  - f. When an AHWG is established, it shall fulfill the following criteria: A) be charged to work on only one clearly defined and circumscribed matter, B) have a time limit in which to complete its work and issue a work product, with the shortest feasible time being set in all cases; especially in matters in which time is of the essence. All AHWGs shall only exist for a maximum of one year. C) report to the Chairperson or Co-Chairperson of the requesting Council as directed by the Chairperson of the requesting Council or the President, in those rare cases, when the President has established the AHWG.
  - g. When a Council establishes an AHWG, the Council Chairperson, or in his/her absence, the Council Co-Chairperson, shall appoint one of the AHWG members as Chairperson of the work group.
  - h. When the President establishes an AHWG, the President shall appoint one of the AHWG members as Chairperson of the work group.
  - i. Work products shall include but are not limited to 1) a report with recommendations and/or a proposal, 2) a resource document or 3) a position statement. Work products are not official until the BOT accepts reports or approves of resource documents and position statements.
- b. Utilization of Speaker Bureau
- i. When an organization inquires about a speaker on a particular subject, the Executive Director or the Executive Director's designee shall search the Speaker Bureau Directory of the EAP database for the speakers that speak on that particular subject and either 1) supply the organization with their names and contact information, 2) notify the speakers, who are expert on the subject in question, about the organization's interest in having a speaker on that topic and supply these Speaker Bureau members with the

- name of the organization and the contact person for the organization or 3) do both 2 and 3.
- ii. When the Council on Education wants to use the Speaker Bureau Directory as a resource for selecting speakers for NJPA educational activities they shall request the Executive Director to provide them names of Speaker Bureau members that speak on a specific subject of interest to the Council on Education.
  - iii. When an NJPA Chapter wants to use the Speaker Bureau Directory as a resource for selecting a speaker for a Chapter educational activity, the Chapter President or the Chapter President's designee shall request the Executive Director to provide the Chapter with the names of Speaker Bureau members that speak on a specific subject matter of interest to the Chapter.
- c. Unresponsive EAP Members
- i. EAP members who do not respond to written requests for their expertise on two consecutive matters shall be designated as inactive members of the EAP.
  - ii. An inactive EAP member shall undergo the following:
    - 1. The Executive Director shall provide data to the Executive Committee on the inactive EAP member regarding all the particulars about the failure to respond to requests for two matters including but not limited to dates, requesting party, documentation of the request, and reasons if any given by the inactive EAP member for not responding or not participating.
    - 2. The President or the President's designee shall speak with the inactive EAP member to provide an opportunity for the inactive EAP member to be heard on this matter. The President or Designee must then provide a written report to the Executive Committee.
    - 3. The Executive Committee shall deliberate and decide to either: A) return him/her to active status with no restrictions and with the understanding that he/she will respond and participate in the future, B) return him/her to active status with the understanding that he/she will respond and participate in the future and that he/she must respond in a timely fashion the next time called upon. Failure to do so will result in automatic removal from the EAP, C) remove the inactive EAP member from the EAP.
    - 4. The Executive Committee shall report its decision to the BOT.
    - 5. The BOT shall either approve or not approve the Executive Committee's decision. If the BOT does not approve the EC's decision, it will impose an alternate decision consistent with the options in VII.c.ii.3 above.
- d. Assessment
- i. The Executive Director shall design and implement a method of evaluating the EAP which shall be approved by the Executive Committee.
    - 1. The effectiveness of the EAP shall be evaluated one year after the EAP begins operating.
    - 2. The Executive Committee shall review the evaluation and report the results to the BOT along with its recommendation to either maintain or disband the EAP.