Policy, Roles and Responsibilities of State Chapter Focal Person / State Chapter Liaison

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Policy, Roles and Responsibilities of State Chapter Focal Person / State Chapter Liaison

1. **Policy Title:** Policy, Roles and Responsibilities of State Chapter Focal Person / State Chapter Liaison (Executive Committee)

2. **Commencement**

   This Policy guidelines shall come into effect from the date of approval by the Telemedicine Society of India Executive Committee (TSI EC).

3. **Purpose**

   3.1 This policy defines the role, responsibilities, authority, and accountability of the State Chapter Focal Person /State Chapter Liaison Person appointed from the TSI Executive Committee to Coordinates liaison and support State Chapters. This would create accountability, alignment, and faster coordination between the state chapters and National Body.

   3.2 To make it effective, the Focal person/ Liaison should balance representation, coordination, performance monitoring, and strategic growth of the chapter, hence this policy and guidelines. The State Chapter Liaison acts as a strategic bridge between the national leadership and the State Chapter, ensuring alignment with organizational goals, strengthening performance, and enabling sustainable growth.

4. **Scope**

   This policy applies to all State Chapters and Executive Committee members designated as State Chapter Focal Person/ State Chapter Liaison.

5. **Definitions**

   For the purposes of this policy document, unless the context otherwise requires:

   5.1 "Society" means the Telemedicine Society of India.

   5.2 "Executive Committee (EC)" means the governing body of the Society.

   5.3 "State Chapter" means a duly approved state-level unit of the Society.

   5.4 "State Chapter Liaison (Executive Committee)" means an EC member designated to support and coordinate with a State Chapter.

6. **Statement on Inclusive Language**

   All references to roles and designations in this policy document are gender-neutral and shall apply to individuals of any gender

7. Nomenclature

The designated Executive Committee Member may be called as State Chapter Focal Person /State Chapter Liaison

8. Appointment and Tenure

8.1 The President on the advice of Telemedicine Society of India Executive Committee (TSI EC) shall appoint one EC member State Chapter Focal Person/ State Chapter Liaison for one or more state chapters depending on the availability of the members.

8.2 The tenure of the State Chapter Liaison shall be co-terminus with the tenure of the Executive Committee, unless otherwise determined by the EC.

8.3 Reassignment may occur based on need and decision of the TSI EC.

8.4 The President / Executive Committee reserves the right to reassign or replace the State Chapter Liaison at its discretion.

9. Role Definition

9.1 The State Chapter Focal Person/ State Chapter Liaison shall act as the official representative of the TSI EC for the assigned State Chapter and shall perform the functions specified herein

10. Key Responsibilities

10.1 Strategic Support & Governance

10.1.1 The State chapter liaison shall act as the official liaison between the Executive Committee (EC) and the State Chapter**.**

10.1.2 They shall ensure that all State Chapter activities are aligned with:

10.1.2.1 Vision, mission, and objectives of the organization;

10.1.2.2 National policies, guidelines, and strategic priorities;

10.1.3 They shall provide policy guidance and support at the state level.

10.1.4 They shall facilitate formation/restructuring of State Chapter leadership when required.

11. Coordination & Communication

11.1 The State chapter liaison shall maintain regular communication with:

11.1.1 State Chapter President/Honorary Secretary;

11.1.2 Key office bearers and working groups;

11.2 They shall represent state-level issues, challenges, and innovations in TSI EC meetings.

11.3 The State chapter liaison shall ensure two-way communication flow:

11.3.1 Disseminate TSI EC decisions to the State Chapter;

11.3.2 Bring state feedback to national leadership;

11.4 However, all official communications to and from the Society shall be conducted through the Honorary Secretary.

12. Membership Growth & Engagement

12.1 The State chapter liaison may support membership expansion strategies in the state:

12.1.1 Life membership;

12.1.2 Student members;

12.1.3 Institutional memberships and others

12.2 The State chapter liaison shall eencourage:

12.2.1 Formation of student chapters / innovation clubs;

12.2.2 Engagement through events, webinars, and workshops;

12.3 The State chapter liaison shall track membership data and report trends to EC.

13. Capacity Building & Training

13.1 The State Chapter Liaison shall facilitate:

13.1.1 Training programs, CME, workshops, and certifications;

13.1.2 Skill-building initiatives aligned with organizational focus (e.g., digital health);

13.2 They support in identify local experts, institutions, and partners for collaboration.

13.3 They shall promote knowledge exchange between states.

14. Reporting & Documentation

14.1 The State Chapter Liaison shall ensure timely

14.1.1 Submission of reports by the State Chapter;

14.1.2 Submit periodic updates to the TSI Executive Committee;

14.1.3 Financial summaries (where applicable)

14.2 Provide consolidated updates to the TSI EC.

14.3 The State Chapter Liaison shall facilitate documentation of:

14.3.1 Best practices;

14.3.2 Success stories;

14.3.3 Challenges and lessons learned.

15. Ethical & Legal Compliance

15.1 The State Chapter Liaison shall ensure adherence to:

15.1.1 Organizational bylaws;

15.1.2 Legal and regulatory requirements;

15.1.3 Ethical standards.

15.2 Prevent misuse of organizational name, funds, or platform.

16. Accountability

16.1 The State Chapter Liaison shall be accountable to the TSI Executive Committee.

16.2 The State Chapter Liaison shall perform duties with due diligence, integrity, and in the best interests of the Society.

17. Ethical and Compliance Provisions

17.1 The State Chapter Liaison shall:

17.1.1 Avoid conflicts of interest;

17.1.2 Maintain confidentiality of sensitive information;

17.1.3 Maintain neutrality and fairness

17.1.4 Ensure ethical conduct in all engagements

18. Risk Management and Escalation

18.1 The State Chapter Liaison shall identify operational, financial, and governance risks within the State Chapter.

18.2 Significant risks and non-compliance issues shall be reported to the TSI Executive Committee without delay.

19. Financial Implications

19.1 No significant financial implications arise from the adoption of these guidelines. However, in rare circumstance any incidental expenses related to coordination, travel, or meetings shall be subject to existing financial policies of the Society and approval of TSI EC.

20. Amendments

20.1 The TSI Executive Committee reserves the right to amend, modify, or repeal any provision of this policy document/ guidelines.

21. Interpretation

21.1 In case of any ambiguity or dispute regarding interpretation, the decision of the TSI Executive Committee shall be final and binding.

Conclusion

The State Chapter Liaison plays a critical role in strengthening the organization's presence at the grassroots level. Effective execution of this role ensures growth, impact, and sustainability of the organization.

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