



**2021 CONFERENCE PROGRAM TASK FORCE
MEMBER
POSITION DESCRIPTION**

Position Title: 2021 Conference Program Task Force (CPTF) Member

Category: Task Force

Impact: The CPTF Member will make it possible for lactation support professionals to access quality educational content presented at our Annual Conference through selection of speakers and assistance on-site.

Roles and Responsibilities:

CPTF volunteers must:

- assist with the educational portion of the conference program through:
 - performing on-site duties at conference (see compensation item below).
 - reviewing the conference program;
 - reviewing previous conference evaluations;
 - reviewing abstract proposals for conference educational sessions;
 - selecting potential plenary speakers; and
 - suggesting edited titles for educational sessions.
- serve for one year, attending monthly 1.0-1.5-hour meetings.
- ensure availability from June - December.

All volunteers must:

- actively participate in discussions in-person, over email, and on the Basecamp Site;
- communicate with leadership and fellow volunteers in a timely and confidential manner; and
- uphold established deadlines.

Qualifications:

It is required that a CPTF member:

- is an ILCA member in good standing throughout the term of this Agreement.

Work Location(s):

- Monthly Conference Call(s) scheduled on ILCA Zoom line
- Basecamp Community Site for virtual discussion
- Independent work

Commitment:

- CPTF Members will complete 40 hours of work between August 2020 – August 2021.
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**2021 CONFERENCE PROGRAM TASK FORCE
MEMBER
POSITION DESCRIPTION**

Compensation:

- A CPTF Member who has actively participated in all requirements in the commitment section above and participates in speaker management and accreditation compliance tasks on-site at the conference will receive a discounted conference registration.

Orientation:

- 1.0+ hours of training
 - All ILCA volunteers complete one (1.0) hour of orientation training.
 - Additional Training will be provided by the CPTF Chair or staff on an as-needed basis.

Staff Supervisor and Contact Information:

Deb Doepp, Education and Membership Manager

Email: education@ilca.org

Phone Number: 919.459.6108



STUDY MODULE TEAM POSITION DESCRIPTION

Position Title: Study Module Team Member

Category: Advisory Committee (Professional Development Committee)

Impact: The study module team ensures that ILCA members have access to the latest research in the skilled lactation care field, directly impacting members' ability to provide the best care possible to parents and babies.

Roles and Responsibilities:

Study Module Team Members will:

- produce 6 Independent Study Modules (ISM) per calendar year;
- draft and submit possible questions and learning objectives to be considered by the team;
- evaluate questions and suggest edits and approval;
- provide the Staff Liaison with suggestions for process or quality improvement; and
- participate in online discussion in the Basecamp group in a timely manner

Additionally, Study Module Team Leaders will:

- use ILCA member feedback to identify articles in the Journal of Human Lactation to be produced as study modules which will fill the “gap” in knowledge, skills and practice;
- report to the Compliance Team on any updates;
- complete education planning tables for each study module; and
- coordinate with the Compliance Team to ensure accreditation criteria are met for each study module.

Qualifications:

It is required that team members:

- are ILCA members in good standing throughout the volunteer term;
- have experience with and/or desire to learn about the principles of equity, diversity, and inclusion;
- have excellent attention to detail; and
- hold the CLC or IBCLC credential

It is desired that team members:

- are well-versed in breastfeeding and lactation-focused literature;
 - have conducted research in the lactation field and written scholarly articles; and
 - are involved in the breastfeeding research community.
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STUDY MODULE TEAM POSITION DESCRIPTION

Work Location(s):

- Conference Call(s) scheduled on ILCA Zoom line, as needed
- Independent work
- Study Module Team Basecamp Group

Commitment:

- Team member will serve for one year (August-July)
- 12 HOURS during 12 MONTHS
 - 1.00 hour of independent work per month
 - All work done through Basecamp and email

Orientation:

- 1.50 hours of training
 - All ILCA volunteers complete one (1.00) hour of orientation training.
 - Study Module Team members will have an additional half hour of training at their first meeting.

Staff Supervisor and Contact Information:

Debra Doepp, Education & Membership Manager

Email: education@ilca.org

Phone Number: 919.459.6108



WEBINAR TEAM POSITION DESCRIPTION

Position Title: Webinar Team Member

Category: Advisory Committee (Professional Development)

Impact: The webinar team ensures that ILCA members have access to the latest research in the skilled lactation care field, directly impacting members' ability to provide the best care possible to parents and babies.

Roles and Responsibilities:

The Webinar Team will:

- produce 6 webinars in a calendar year;
- use ILCA member feedback to identify webinar topics which will fill the “gap” in knowledge, skills and practice;
- review webinar abstract submissions on submission site;
- recommend changes to abstracts based on the reviews;
- coordinate with the Compliance Team to ensure accreditation criteria are met for each webinar;
- participate in online discussions in the Basecamp group in a timely manner;
- report to Compliance Team on any updates;
- provide the Staff Liaison with any suggestions for process or quality improvement; and
- review evaluations for all webinars to help guide future education.

Qualifications:

It is required that team members:

- are ILCA members in good standing throughout the volunteer term;
- have experience with and/or desire to learn about the principles of equity, diversity, and inclusion;
- have excellent attention to detail; and
- hold the CLC, RD/RDN, or IBCLC credential.

It is desired that team members:

- are well-versed in breastfeeding and lactation-focused literature;
- have conducted research in the lactation field and written scholarly articles; and
- are involved in the breastfeeding research community.

Work Location(s):

- Conference Call(s) scheduled on ILCA Zoom line, as needed
 - Independent work
 - Webinar Team Basecamp Group
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WEBINAR TEAM POSITION DESCRIPTION

Commitment:

- Team member will serve for one year (August-July)
- 24 HOURS during 12 MONTHS
 - 2.00-hours of independent work per month
 - All work done through Basecamp group and email

Orientation:

- 1.50 hours of training
 - All ILCA volunteers complete one (1.00) hour of orientation training.
 - Webinar Team member will have an additional half hour of training at their first meeting.

Staff Supervisor and Contact Information:

Debra Doepp, Education & Membership Manager

Email: education@ilca.org

Phone Number: 919.459.6108



PROFESSIONAL DEVELOPMENT COMMITTEE POSITION DESCRIPTION

Position Title: Nurse Planner

Category: Advisory Committee

Impact: NPs ensure that ILCA maintains its status as a provider of professional development for IBCLCs, nurses, and doctors, which gives ILCA the ability to educate individuals worldwide.

Roles and Responsibilities:

- ensure compliance with ANCC, IBLCE, CME requirements and others as appropriate
- actively participate in the planning, implementation, and evaluation of educational activities
- function as the expert in the continuing education criteria for planning committees and teams.
- assist with education needs assessments to determine appropriate learning activities
- assist with reapplying for accreditation as needed by the Lead Nurse Planner and/or the Education Manager and
- submit annual report to the Board with suggestions for improvement

Qualifications:

- is an ILCA member in good standing throughout the volunteer term.
- experience with and/or desire to learn about the principles of equity, diversity, and inclusion
- experience creating and/or administering surveys
- excellent attention to detail
- holder of IBCLC and RN Credential with a baccalaureate degree or higher in nursing

Work Location(s):

- Independent work
- Conference Call(s) scheduled on ILCA Zoom line
- Basecamp Community Group for virtual discussion

Commitment:

- Team member will serve for one year (August-July)
 - 24 HOURS during 12 MONTHS
 - 2.00-hours of independent work per month
 - Quarterly 1.0-hour calls
 - All work done through Basecamp group, email, and on ILCA's Zoom line
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PROFESSIONAL DEVELOPMENT COMMITTEE POSITION DESCRIPTION

Orientation:

- 1.75 hours of training
 - All Advisory Committee volunteers complete a 45 minute (0.75-hour) orientation training
 - NPs will have an additional 1.0-hour training at their first meeting

Staff Supervisor and Contact Information:

Deb Doepp, Education Manager (staff liaison)

Email: education@ilca.org

Phone Number: 919.459.6108

Sonja Emerson, Lead Nurse Planner, MSN, MPH, RN, IBCLC

Email: sonja@ilca.org



RESEARCH TEAM POSITION DESCRIPTION

Position Title: Research Team Member

Category: Advisory Committee (Professional Development)

Impact: The research team ensures that ILCA members have access to the latest research in the skilled lactation care field, directly impacting members' ability to provide the best care possible to parents and babies.

Roles and Responsibilities:

Research Team Members:

- produce and maintain a research database located on the ILCA website;
- use ILCA member feedback to identify topics and supporting research which will fill the “gap” in knowledge, skills and practice;
- review poster abstracts annual for consideration at the ILCA Conference;
- review posters at ILCA Conference for award selection;
- select poster presentations for inclusion in ILCA's Knowledge Center;
- participate in online discussions in the Basecamp group in a timely manner; and
- provide the Staff Liaison with suggestions for process or quality improvement.

Qualifications:

It is required that team members:

- are ILCA members in good standing throughout the volunteer term;
- have experience with and/or desire to learn about the principles of equity, diversity, and inclusion;
- have excellent attention to detail;
- hold the IBCLC credential; and
- have direct research experience.

It is desired that team members:

- are well-versed in breastfeeding and lactation-focused literature;
- have conducted research in the lactation field and written scholarly articles; and
- are involved in the breastfeeding research community.

Work Location(s):

- Conference Call(s) scheduled on ILCA Zoom line, as needed
 - Independent work
 - Research Team Basecamp Group
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RESEARCH TEAM POSITION DESCRIPTION

Commitment:

- Team member will serve for one year (July-June)
- 24 HOURS during 12 MONTHS
 - 2.00-hours of independent work per month
 - All work done through Basecamp group and email

Orientation:

- 1.50 hours of training
 - All ILCA volunteers complete one (1.00) hour of orientation training.
 - Research Team member will have an additional half hour of training at their first meeting.

Staff Supervisor and Contact Information:

Debra Doepp, Education & Membership Manager

Email: education@ilca.org

Phone Number: 919.459.6108



PUBLICATIONS TEAM POSITION DESCRIPTION

Position Title: Publications Team Member

Category: Advisory Committee (Professional Development)

Impact: The publications team ensures that ILCA members have access to the latest research in the skilled lactation care field, directly impacting members' ability to provide the best care possible to parents and babies.

Roles and Responsibilities:

Publications Team Members will:

- review current ILCA publications for updates; including, but not limited to:
 - Clinical Guidelines;
 - Triage Tool;
 - Spanish Breastfeeding Glossary; and
 - Inside Tracks;
- use ILCA member feedback to identify publications and writers which will fill the “gap” in knowledge, skills and practice;
- participate in online discussions in the Basecamp group in a timely manner;
- provide the Staff Liaison with suggestions for process or quality improvement; and
- review evaluations for ILCA education to help guide future publications.

Qualifications:

It is required that team members:

- are ILCA members in good standing throughout the volunteer term;
- have experience with and/or desire to learn about the principles of equity, diversity, and inclusion;
- have excellent attention to detail; and
- hold the IBCLC credential
- have extensive clinical experience
- ability to identify clinical needs within the lactation profession

It is desired that team members:

- are well-versed in breastfeeding and lactation-focused literature; and
- have conducted research in the lactation field and/or written scholarly articles

Work Location(s):

- Conference Call(s) scheduled on ILCA Zoom line, as needed
 - Independent work
 - Publications Team Basecamp Group
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PUBLICATIONS TEAM POSITION DESCRIPTION

Commitment:

- Team member will serve for one year (August-July)
- 24 HOURS during 12 MONTHS
 - 2.00-hours of independent work per month
 - All work done through Basecamp group and email

Orientation:

- 1.50 hours of training
 - All ILCA volunteers complete one (1.00) hour of orientation training.
 - Publications Team member will have an additional half hour of training at their first meeting.

Staff Supervisor and Contact Information:

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