**COVER SHEET for the POSITION STATEMENT on**

(*Insert title*)

Submitted by: (*Insert name of Sponsor and Group*)

Email of Sponsor:

**Reasons for Initiation of a NEW Position Statement**

*When revising an existing position statement, these questions need not be answered.*

Include brief but complete answers to the following:

·         What is the rationale for the position statement?

·         Why is this position statement needed?

·         What is the hoped for impact of this statement?

·         Who will the recommendations of the position statement empower?

·         What recommendations might be included in the position statement?

**Standard Timeline**

The Standard Timeline is detailed in the Cover Sheet available on the internal site.

The dates specified in the timeline are deadlines and work is encouraged in advance of these dates. However, there may be times when these dates may need to be modified for a specific position statement. While these dates may change, all activities need to be followed and met.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Completed**  (Indicate with “X”) | **Activity** | | **Year**  *(insert year 1*) | **Deadlines** |
|  | Sponsor and appropriate group develop/revise the position statement and submit it, with cover sheet, a DRAFT watermark, and line numbers, to the liaison for consideration at the SBM. Liaison submits motion. | | | Feb 15 |
|  | First review by the Executive Board. The Executive Board will consider the motion to endorse the “concept of” a new position statement being proposed or the “spirit of” the revision of an existing position statement. Suggested edits sent to Sponsor. | | | SBM |
|  | Sponsor and appropriate group review suggestions and modify the position statement as appropriate. Sponsor sends draft, with cover sheet, DRAFT watermark, and line numbers, to the President. Electronic first hearing is scheduled. [Hearing Scheduling Link](https://app.smartsheet.com/b/form/4b44f8619cce4e20aacb857895dbf551) | | | June 28 |
|  | President sends draft to Editing Director | | | June 29 |
|  | First Review by the Editing Director who sends the edited version to the President and the Sponsor. | | | July 22 |
|  | Members of AMATYC via email notification, are invited to review the position statement and are invited to the first electronic hearing. Draft posted on the AMATYC website. | | | July 31 |
|  | First electronic hearing is held, providing Sponsor with feedback. Facilitated by Sponsor/Proxy. | | | Aug 21 |
|  | Sponsor and the appropriate group consolidate comments from hearing and reviews and prepare the next draft. | | | Sept 10 |
|  | Sponsor submits the position statement with cover sheet, a DRAFT watermark, and line numbers to the liaison for consideration at the FBM. Liaison submits motion. | | | Sep 15 |
|  | Executive Board review: The Executive Board will consider the motion to endorse the “concept of” or “spirit of” the position statement. Feedback is provided to the Sponsor. | | | FBM |
| **Completed**  (Indicate with “X”) | **Activity** | **Year**  *(insert year 2*) | | **Deadlines** |
|  | Sponsor and appropriate group refine draft position statement and send it, with cover sheet, a DRAFT watermark, and line numbers to President and President-Elect. | | | Jan 15 |
|  | Draft sent by President-Elect to Affiliate Presidents for solicitation of feedback. | | | Feb 1 |
|  | Sponsor and appropriate group continue to develop the position statement and submit it, with cover sheet, a DRAFT watermark, and line numbers to the liaison for consideration at the SBM. Liaison submits a report on position statement work. | | | Feb 15 |
|  | Executive Board review: The Executive Board may suggest changes that are then sent to Sponsor. | | | SBM |
|  | Sponsor and the appropriate group consolidate comments from hearing and reviews and prepare a new draft, with cover sheet, a DRAFT watermark, and line numbers that is sent to the President. | | | June 28 |
|  | The President sends second draft to Editing Director. | | | June 29 |
|  | Electronic final hearing is scheduled. [Hearing Scheduling Link](https://app.smartsheet.com/b/form/4b44f8619cce4e20aacb857895dbf551) | | | July 15 |
|  | Second Review by the Editing Director who sends edited version to the President and the Sponsor. | | | July 22 |
|  | Members of AMATYC via email notification, are invited to review the position statement and are invited to the electronic final hearing. Draft posted on the AMATYC website. | | | July 31 |
|  | Electronic final hearing is held, minor changes may be made as necessary. Facilitated by Sponsor/Proxy. | | | Aug 21 |
|  | Sponsor and the appropriate group consolidate comments from hearing and reviews and prepare the final draft. | | | Sep 1 |
|  | Statement, with cover sheet, a DRAFT watermark, and line numbers is sent to the President for inclusion in the delegate packet. Draft statement posted on the AMATYC website for review. | | | Sep 1 |
|  | Sponsor and appropriate group submit the position statement, with cover sheet, a DRAFT watermark, and line numbers to the liaison for consideration at the FBM. Liaison submits motion. | | | Sep 15 |
|  | Executive Board will consider the motion to endorse the statement, either the “spirit of” or “as presented”. | | | FBM |
|  | Proposed position statement brought before the Delegate Assembly (DA) for approval. If the Executive Board endorses the draft a simple majority is needed to approve the position statement. Otherwise, the sponsor may present the position statement draft to the DA. In this case, a vote of 2/3 of the delegates present is required for approval. The President sends the approved position statement to the Editing Director. | | | DA |
|  | Grammatical editing and review by Editing Director (no content or intent changes); Final version is sent by Editing Director to the Sponsor, President, AMATYC Office, and Website Coordinator. | | | Dec 1 |
|  | Position Statement formatted and posted on the AMATYC website. | | | Dec 15 |
| Rev. 4/21, 8/21 |  |  |  |  |