



# AMERICAN SOCIETY OF DERMATOPATHOLOGY COMMITTEE ORIENTATION GUIDE

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# WHY VOLUNTEER WITH ASDP?

- ▶ **ASDP offers a variety of volunteer opportunities for members at all stages of their careers**
  - ▶ Volunteers play an integral role in the strategic activities of the society and contribute to the decision-making process that helps shape ASDP.
  - ▶ Volunteers make connections with other volunteers and leaders in the profession, creating a powerful professional network.
  - ▶ Volunteerism demonstrates leadership, service and professional dedication.
  - ▶ Volunteers assist ASDP in achieving the Society's **Mission, Value Premise and Vision.**
  - ▶ Volunteer opportunities with ASDP are available **exclusively** to our members.



# ASDP MISSION, VALUE PREMISE AND VISION

## ▶ **Mission**

- ▶ The mission of the American Society of Dermatopathology (ASDP) is to improve quality of lives by continually advancing the theory and practice of Dermatopathology.

## ▶ **Value Premise**

- ▶ The ASDP serves as the hub of professional knowledge in the practice of Dermatopathology; promoting advances in the field, developmental opportunities, a platform for vigorous debate, and tools to share best practices among fellow practitioners.

## ▶ **Vision Statement**

- ▶ Reduce the burden of skin disease by promoting an accurate and efficient Dermatopathologic diagnosis for everyone.



# DUTIES OF ASDP LEADERSHIP AND VOLUNTEERS

All volunteers and leaders should agree to:

## ▶ DUTY OF CARE

- ▶ Competence in performing directorial and volunteer functions, must use care “a reasonably prudent person would exercise in a like position and under similar circumstances”, act in good faith, participate in meetings, be prepared (e.g. read reports), ask questions and use independent judgment.

## ▶ DUTY OF LOYALTY

- ▶ Faithful pursuit of the interests of the organization, do not use position or information gained from participating on the board or committee to secure a personal benefit, discloses actual, potential or perceived conflicts of interest, maintains confidentiality of board discussions.

## ▶ DUTY OF OBEDIENCE

- ▶ Faithful pursuit of organization's mission and decisions, abides by the organization's rules and policies, supports, helps implement and avoids undermining the board's decisions. Board and volunteer members are encouraged to speak their minds on all agenda items, even if the opinion is not that of the assembly. It is every director's and volunteer's duty to uphold the decisions of the Board even if they are non-consensus votes.



# COMMITTEES, TASK FORCES & WORKGROUPS DEFINED

## ▶ Committee

- ▶ A group of persons appointed to consider all matters pertaining to a designated subject, perform a service or function, and recommend actions and propose policies to the Board of Directors on those designated subjects. Also known as Standing Committees, committees are permanent until retired at the discretion of the Board

## ▶ Ad-Hoc Committee

- ▶ A temporary committee charged with recommending actions and proposed policies on a specific subject, and/or performing a single, specific service or function that may be retired upon completion of the task at the discretion of the Board

## ▶ Task Force or Workgroup

- ▶ A group of experts formed for analyzing, investigating, or solving a specific problem and may be retired at completion of assigned task at the discretion of the Board



# COMMITTEE REQUIREMENTS AND POSITIONS

- ▶ Potential and current committee volunteers must agree to:
  - ▶ Retain membership status in good standing
  - ▶ Complete the Volunteer Agreement & Disclosure within 30 days of receipt
- ▶ Committee volunteers are appointed by the President-Elect and ratified by the Board of Directors
  - ▶ Unless otherwise noted, all committee volunteer terms commence and end during the Membership Business Meeting held on Saturday of the ASDP Annual Meeting
- ▶ Ad-Hoc committee members may also be appointed by committee Chairs, outside of the usual nomination period, as needed to assist with fulfilling the charge of the committee
- ▶ **Committee Positions:**
  - ▶ **Ad-Hoc Member** - a non-voting member of the committee that serves a 1-year term with the possibility of becoming a Voting Member.
  - ▶ **Voting Member** - serves a 2-year term with the possibility of being appointed to Vice-Chair and subsequently Committee Chair, resulting in a 6-year term.
  - ▶ **Vice-Chair** - serves a 2-year term with the possibility of being appointed as Committee Chair. Vice-Chair is appointed by President-Elect and ratified by the Board of Directors.
  - ▶ **Chair** - serves a 2-year term and is appointed by President-Elect and ratified by the Board of Directors.





# ASDP COMMITTEES, TASK FORCES & WORKGROUPS

## ▶ Committees

- ▶ Appropriate Use Criteria
- ▶ Audit
- ▶ Continuing Education and Research
- ▶ Diagnostic Quality Assurance (DQA)
- ▶ Ethics
- ▶ Fellow In-Service Assessment Writing
- ▶ Finance
- ▶ Health Policy & Work Value
- ▶ History
- ▶ Informatics
- ▶ Maintenance of Certification (MOC)
- ▶ Membership

## ▶ Committees (continued)

- ▶ Mentorship Awards
- ▶ Organizational Structure
- ▶ Peer Review
- ▶ Program
- ▶ Social Media Ad Hoc Subcommittee
- ▶ Virtual Slide Library
- ▶ Young Physicians'

## ▶ Workgroups & Task Forces

- ▶ Non-Dues Revenue Workgroup
- ▶ Essentials of Dermatopathology Course Task Force





# APPROPRIATE USE CRITERIA (AUC) COMMITTEE

- ▶ The AUC Committee was created to develop AUCs for Immunostains and Molecular Studies.
- ▶ More information about the AUC Committee coming soon.



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# AUDIT COMMITTEE

## ▶ **Mission:**

- ▶ The audit committee should assist the board of directors to assure the integrity and creditability of the society, by actively overseeing the audit process.

## ▶ **Overall Goal(s):**

- ▶ To serve as the intermediary between the Board and the auditors;
- ▶ To reassure the Board that an independent committee sees no malfeasance in the operations (especially the book keeping) of the society;
- ▶ To have sufficient independence from any other section of the society- (board, management company or other society committee) to enable critical review of financial operations.

## ▶ **Committee Responsibilities:**

- ▶ The Audit Committee shall remain largely independent of the Board of Directors by including organization members who do not serve on the governing Board or any other committees or task forces and shall have at least one member who has some financial expertise.
- ▶ The Secretary Treasurer or equivalent position is involved with the committee as an ad hoc (without Previous experience on the Finance Committee and/or background or additional training in finance, accounting or business; knowledge of independent accounting firm operations, generally accepted accounting practices (GAAP) and/or non-profit accounting preferred but not mandatory.



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# AUDIT COMMITTEE (continued)

## ▶ **Committee Responsibilities (continued):**

- ▶ Review and select independent accounting firm
- ▶ Trigger reviews and audits in line with society and committee guidelines, and reviewing the results of audits
- ▶ Review monthly internal financial statements
- ▶ Review and approve year-end financial statement and tax return
- ▶ Monitor implementation of improvements recommended by the auditor.
- ▶ The society shall conduct a full audit every 3-5 years.
- ▶ The Audit Committee shall conduct a thorough review of the current independent accounting firm every 3-5 years through an RFP process.

## ▶ **Skills and abilities needed to serve on Committee:**

- ▶ Previous experience on the Finance Committee and/or background or additional training in finance, accounting or business; knowledge of independent accounting firm operations, generally accepted accounting practices (GAAP) and/or non-profit accounting preferred but not mandatory.



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# AUDIT COMMITTEE (continued)

## ▶ Estimated time commitment and meeting format:

- ▶ Approximately one hour per month.  
*Committee Conference Calls:* 1-2 per year and as needed  
*Board Meetings:* 2 per year  
Mid-year via conference call: Committee chair required to attend  
Fall in-person meeting: Committee chair and incoming chair required to attend. Held in conjunction with the annual meeting.  
*Reports to the board:* 2 per year
- ▶ Busiest times of the year: November-December

## ▶ Period of Service:

- ▶ Voting Member, Vice-Chair and Chair – two years each



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# CONTINUING EDUCATION & RESEARCH COMMITTEE

## ▶ **Mission**

- ▶ To review all abstracts submitted for presentation in the General, Duel in Dermatopathology, Poster, and Fellow's categories at the annual meeting.

## ▶ **Overall goal(s) of the Committee**

- ▶ To rank all abstracts submitted for the annual meeting, and choose which abstracts will be accepted for oral and poster presentations.

## ▶ **Committee Description**

- ▶ Review/score all abstracts submitted for presentation in the General, Duel in Dermatopathology, Poster, and Fellow's categories
- ▶ Provide blinded results to the Peer Review Committee for their determination of Physician in Training Awards

## ▶ **Skills and abilities needed to serve on Committee**

- ▶ Experience in dermatopathology, usually practicing dermatopathology for several years.



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# CONTINUING EDUCATION & RESEARCH COMMITTEE (continued)

## ▶ Estimated time commitment and meeting format

- ▶ 2-3 hours per 3 months, including:
  - Scheduled meetings:* Committee Conference Calls (approximately 2/year)
  - Board Meetings - chair only, 2/year
  - Ad Hoc meetings:* Reports to the board (2/year)
  - Other (as needed)

## ▶ Committee member selection process

- ▶ Committee members are appointed by the President-Elect annually and ratified by the Board of Directors.

## ▶ Volunteer benefits

- ▶ Opportunity to use your particular expertise to serve the ASDP, develop leadership skills, and network with members that share similar interests.

## ▶ Period of Service

- ▶ Ad-Hoc Members – one year
- ▶ Voting Members, Vice-Chair and Chair - two years each



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# DIAGNOSTIC QUALITY ASSURANCE (DQA) COMMITTEE

- ▶ The DQA Committee is tasked with creation of the DQA Online Self-Assessments (SA).
- ▶ The DQA Online SAs are concerned with the quality of diagnoses made by the dermatopathologist and are tailored to assess one's competency to serve as a lab director and/or a diagnostic dermatopathologist, as mandated by CLIA. Participation in the DQA Program also satisfies the CAP Professional Competency Phase II (ANP.10255) requirement of participation in a peer educational program.
- ▶ In 2017 the DQA Program was redesigned to offer MOC credit in addition to CME.
- ▶ **Period of Service**
  - ▶ Ad-Hoc Members – one year
  - ▶ Voting Members, Vice-Chair and Chair – two years each



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# ETHICS COMMITTEE

## ▶ **Mission**

- ▶ To promote professionalism of the highest standards through establishment of ethics policies, which provide guidance for the practicing physician in the specialty of dermatopathology, as well as for the Society's leadership and professional staff.

## ▶ **Overall goal(s) of the Committee**

- ▶ Review and establish ethical codes/policies, which are applicable to the specialty of dermatopathology.
- ▶ Increase awareness among our constituent members of the importance of ethical conduct in our practices and in the ultimate care of the patients whom we serve.
- ▶ Promote and assist in the establishment of educational initiatives related to ethics and ethical behavior within our society.

## ▶ **Committee Description**

- ▶ Review CME faculty disclosures and determine if relevant financial relationships exist; review leadership conflict of interest disclosures and determine if conflicts exist; administer procedures of the Code of Ethics for Leadership and Professional Staff; draft policy and procedures related to ethics; review existing ethics policies periodically for changes as needed to reflect evolution in medicine and the practice of Dermatopathology.



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# ETHICS COMMITTEE (continued)

## ▶ Skills and abilities needed to serve on Committee

- ▶ Must be a respected colleague with an interest in ethical matters as they relate to organizational governance and the practice of dermatopathology. Should have a broad understanding of both dermatology and pathology practice and the ability to work with and build consensus among diverse groups.

## ▶ Committee member composition and selection process

- ▶ The Ethics Committee consists of six members; each year two new members are selected as two others rotate off the committee. Nominating a candidate for service on one of the ASDP's committees is a privilege assigned to the President-Elect. The President-Elect shall have the flexibility to nominate any ASDP member who he or she believes will best serve the ASDP. The Board of Directors must approve the nominated candidates before they may begin their term. Current committee chairs may suggest to the President-Elect someone who is qualified and may be willing to serve.
- ▶ Members interested in participating in committees should contact the President-Elect or Administrative Director. Member names, proposed committee(s), date, qualifications and CV will be kept on file.
- ▶ Members joining a committee are required to sign forms disclosing potential conflicts of interest and acknowledging their compliance with ASDP's Code of Conduct for Leadership & Professional Staff and/or any other codes and policies in place at the time of their nomination.



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# ETHICS COMMITTEE (continued)

## ▶ Estimated time commitment and meeting format:

- ▶ 5 hours per month, including:  
*Scheduled:*
  - Committee Conference Calls (at least quarterly)
  - Board Meetings (Chair only, 2/year)
  - Reports to the board (2/year)
  - Other (as needed)
- ▶ Busiest times of the year: Variable, depending on initiatives in progress.

## ▶ Volunteer benefits:

- ▶ relationship building, professional leadership development, community involvement, satisfaction of selfless service

## ▶ Period of Service:

- ▶ Ad-Hoc Members – one year
- ▶ Voting Members, Vice-Chair and Chair – two years each



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# FELLOW IN-SERVICE ASSESSMENT WRITING COMMITTEE

## ▶ **Mission**

- ▶ Develop and maintain the online dermatopathology fellows in-service assessment (FISA) which includes two releases per academic year, summer and spring.

## ▶ **Overall goal(s) of the Committee**

- ▶ To provide a dermatopathology fellows in-service assessment (FISA) that can be used to assess the progression of a dermatopathology fellow during the duration of the fellowship.

## ▶ **Committee Description**

- ▶ Write questions and select images: virtual slide questions, written questions and clinical image questions
- ▶ Peer review questions that are written by another member
- ▶ Review the final product before release

## ▶ **Skills and abilities needed to serve on Committee**

- ▶ Familiarity with question writing.



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# FELLOW IN-SERVICE ASSESSMENT WRITING COMMITTEE (continued)

## ▶ Estimated time commitment and meeting format

- ▶ 1-2 hours per 3 months, including:
  - *Scheduled meetings (3 hours annually):*
    - Committee Conference Calls (approximately 2/yr)
    - Board Meetings (Chair only, 2/year)
  - *Ad Hoc meetings:*
    - Reports to the board (2/year)
    - Other (as needed)
  - *Exam preparation, proofreading, and approval (5-10 hours annually):*
    - Procure images and/or virtual slides for 8 topics
    - Create template-guided questions due in April
    - Proofread final exam before fall and spring release

## ▶ Volunteer benefits

- ▶ Opportunity to use your particular expertise to serve the ASDP, develop leadership skills, and network with members that share similar interests.

## ▶ Period of Service

- ▶ Ad-Hoc Members – one year
- ▶ Voting Members, Vice-Chair and Chair – two years each



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# FINANCE COMMITTEE

## ▶ Mission:

- ▶ The Finance Committee will assist the Board of Directors in its oversight responsibilities relating to fiscal management. In furtherance thereof, the Committee will review and recommend approval of an annual operating budget;
- ▶ Regularly review financial results;
- ▶ Oversee the management of the Society's financial assets, especially its investments.

## ▶ Committee Description

To fulfill its purposes, the Committee shall:

- ▶ **Review and Approve of an Annual Operating Budget:** Annually, the Committee will review the proposed annual operating budget for the ensuing fiscal year as presented by Society management. After review and amendment, if necessary, the Committee will recommend a final operating budget to the full Board of Directors for approval. The approved operating budget may be amended, as appropriate.
- ▶ **Review of Financial Results:** Monthly, members of the Committee will receive and review Society financial statements, and notify the Board of any areas of concern. These financial statements will be accompanied by a narrative from management highlighting any financial issues and, where necessary, management actions related thereto.
- ▶ **Manage Society Assets:** The Society's assets primarily consist of investments. The Committee's role relating to the management of the investments is to carry out the responsibilities delegated to the Committee in the Society's Investment Policy.
- ▶ **Timely/Accurate Financial Information:** The Committee will continually review and advise management regarding the form, content and frequency of financial information necessary for it to fulfill its responsibilities described herein. Further, to the extent necessary to inform decision-makers, the Committee may advise management regarding key financial information and performance indicators necessary to evaluate the various internal business units throughout the organization.



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# FINANCE COMMITTEE (continued)

## ▶ Overall goal(s) of the Committee

- ▶ To oversee the financial affairs of the Society

## ▶ Skills and abilities needed to serve on Committee

- ▶ It is anticipated that the Committee will always include members who possess some skills or experience in the disciplines of accounting, investment management and finance. These skills may be acquired through formal training, or as a result of their involvement with their own department or practice business.

Committee members may be assigned areas of focus to ensure that important financial topics are reviewed in sufficient depth.

## ▶ Estimated time commitment and meeting format

- ▶ 2 hours per month, including:  
Scheduled: Committee Conference Calls (quarterly), Board Meetings (Chair only, 2/year);
- ▶ Busiest times of the year: December, with budget review

## ▶ Volunteer benefits

- ▶ Participation in this committee exposes the member to the overall financial activities, plans and issues of the Society.

## ▶ Period of Service

- ▶ Ad-Hoc Members – one year
- ▶ Voting Members, Vice-Chair and Chair – two years each



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# HEALTH POLICY & WORK VALUE (HPWV) COMMITTEE

## ► Responsibilities and Assignments

- Monitor and address healthcare policy, advocacy and payment issues that impact dermatopathology, pathology and dermatology. The committee serves as a bridge and information conduit between the advocacy and policy committees within the larger dermatology and pathology community. Individual committee members are tasked with attending the AMA, RUC, CPT and CRTF meetings as representatives of the ASDP and to report back to the committee and BOD.
- Individual members assignments are:
  - Melissa P. Piliang, MD, Delegate, AMA House of Delegates
  - Karl M. Napekoski, MD, Alternate, AMA House of Delegates
  - Melissa P. Piliang, MD, Dermopath Rep, AAD Health Care Finance Committee
  - Ryan Hick, MD, Observer, AAD Coding and Reimbursement Committee
  - Mara Dacso, MD, MS, FAAD, Alternate Observer, AAD Coding and Reimbursement Committee
  - Adam Rubin, MD, Advisor, AMA RUC
  - Alina G. Bridges, DO, Alternate Advisor, AMA RUC
  - Jonathan Ralston, MD, Advisor, AMA CPT
  - Aleodor (Doru) A. Andea, MD, MBA, Alternate Advisor, AMA CPT
  - Erick Jacobson-Dunlop, MD, Ad Hoc Member



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# HISTORY COMMITTEE

## ▶ **Mission**

- ▶ To support the Society's overall mission of being the hub of professional knowledge for Dermatopathology by integrating historical and current knowledge to enhance how members "experience" ASDP.

## ▶ **Overall goal(s) of the Committee**

- ▶ To preserve and archive documents, images and other items pertinent to the Society.
- ▶ To document the U.S. and International history of Dermatopathology since inception and as it evolves over time.

## ▶ **Committee Description**

- ▶ To collect and preserve historical documents, photographs, lectures and images presented in Society activities and during society events.
- ▶ To collect, review and add significant events and trends in Dermatopathology from around the world to the Society's historical timeline.
- ▶ To collect and track data on U.S. Dermatopathology training programs including trainers and trainees.

## ▶ **Skills and abilities needed to serve on Committee**

- ▶ Committee members should have a keen interest in Dermatopathology history, the ability to reach out to senior Dermatopathologists for historical and current information and work with Society staff.



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# HISTORY COMMITTEE (continued)

## ▶ Estimated time commitment and meeting format

- ▶ 1-2 hours every 3 months, including:

*Scheduled:*

Committee Conference Calls (1 per quarter and as needed)  
Board Meetings (Chair only - 2/year)

*Ad Hoc:*

Reports to the board (2/year)  
Other (as needed)

- ▶ Busiest times of the year: May/June and August/Sept.

## ▶ Volunteer benefits

- ▶ Relationship building, professional leadership development, community involvement, satisfaction of selfless service

## ▶ Period of Service

- ▶ Ad-Hoc Members – one year
- ▶ Voting Members, Vice-Chair and Chair – two years each



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# INFORMATICS COMMITTEE

## ▶ **Mission**

- ▶ To utilize informatics for the benefit of the Society.

## ▶ **Overall goal(s) of the Committee**

- ▶ To advise and facilitate the Society's initiatives related to usage of information technologies and electronic resources.

## ▶ **Committee Description**

- ▶ Direct and manage (design, approve, and monitor) ASDP internet sites.
- ▶ Liaise with other ASDP Committees to optimize usage of electronic resources.
- ▶ Advise the Board of Directors on how pathology informatics and digital resources may be used to achieve the goals and mission of the Society
- ▶ Conceive new electronic initiatives for consideration by the Board of Directors

## ▶ **Skills and abilities needed to serve on Committee**

- ▶ Committee members can have diverse interests and expertise including (but not limited to) healthcare and pathology informatics, website design, digital pathology, database and security knowledge, programming skills, app development, and social media expertise. The ideal committee member is enthusiastic, creative, and willing to actively engage.



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# INFORMATICS COMMITTEE (continued)

## ▶ Estimated time commitment and meeting format

- ▶ 1-2 hours per 3 months, including:

*Scheduled meetings:*

Committee Conference Calls (approximately 2/year)

Board Meetings (Chair only 2/year)

*Ad Hoc meetings:*

Reports to the board (2/year)

Other (as needed)

## ▶ Committee member selection process

- ▶ Committee members are appointed by the President-Elect annually and ratified by the Board of Directors.

## ▶ Volunteer benefits

- ▶ Opportunity to use your particular expertise to serve the ASDP, develop leadership skills, and network with members that share similar interests.

## ▶ Period of Service

- ▶ Ad-Hoc Members – one year
- ▶ Voting Members, Vice-Chair and Chair – two years each



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# MAINTENANCE OF CERTIFICATION (MOC) COMMITTEE

## ▶ **Mission**

- ▶ The mission is to develop, implement, and evaluate MOC offerings that meet member needs, while assuring quality content and compliance with the policies of the ABD and ABP.

## ▶ **Committee Description**

- ▶ The committee will assist members in fulfilling their MOC requirements through ASDP offerings and provide content review of ASDP educational and self-assessment opportunities for quality and accuracy. Members will continually stay abreast of the MOC requirements for both the ABD and ABP.
- ▶ The MOC Committee is tasked with providing peer review for all ASDP MOC-accredited activities. During each review, every committee member is asked to evaluate up to 15 questions in a 10-20 day period. Additionally, the MOC Committee releases two volumes of the MOC Online Self-Assessments each year and every member is asked to contribute 5-6 original cases, which undergo peer review before online publication. Due to the tight schedule it is very important that projects are completed on time. By accepting the President-Elect's nomination, incoming members agree to complete work in a timely fashion and alert committee chair and staff if they are unable to complete projects on time.

## ▶ **Overall goal(s) of the Committee**

- ▶ Oversee MOC activities and peer review of MOC related activities

## ▶ **Skills and abilities needed to serve on Committee**

- ▶ Knowledge of and interest in MOC requirements of the members.



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# MAINTENANCE OF CERTIFICATION (MOC) COMMITTEE (continued)

## ▶ Estimated time commitment and meeting format

- ▶ 6-8 hours per month during busiest time (Jan-Mar while preparing cases for new volumes of the MOC Online Self-Assessments) and 2-3 hours per month during less busy times, including:
  - Committee Conference Calls (approximately 2/year)
  - Annual Committee Meeting (1/year)
  - Possible e-mail ballots
- ▶ Busiest times of the year: March-October

## ▶ Volunteer benefits

- ▶ Opportunity to serve the ASDP and its members; develop leadership skills.

## ▶ Period of Service

- ▶ 2 years; second year contingent on meeting committee deadlines in the first year.
- ▶ If appointed as vice chair – 2 year term with possibility of 2 additional years as chair following vice chairmanship.
- ▶ Ad-Hoc members serve 1 year term with option to renew as ad hoc or voting member contingent on meeting committee deadlines.



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# MEMBERSHIP COMMITTEE

## ▶ **Mission**

- ▶ The mission is to actively recruit new members, to review and approve membership applications In addition, this committee helps to retain current members by contacting delinquent members and encouraging them to renew their membership. Finally, the committee determines if membership needs are being met and recommends measures or services that will better meet the changing needs of members.

## ▶ **Overall goal of the Committee**

- ▶ To target audiences for membership and successfully enroll new members while retaining current members. Specific, quantitative goals and deadlines for enrollment and retention are set by the president or the committee chairman. The committee regularly reviews the organization's membership strategies

## ▶ **Key roles and responsibilities of the Committee**

- ▶ Validating appropriate credentials for membership. Contacting delinquent members and encouraging renewal. Encouraging new members.

## ▶ **Skills and abilities needed to serve on Committee**

- ▶ Fellow status with interest in mentorship and expanding membership.



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# MEMBERSHIP COMMITTEE (continued)

## ▶ Estimated time commitment and meeting format

- ▶ 4 hours per month, including:

### *Scheduled:*

- Most work done via web as applications are submitted
- In person meeting (at the annual meeting)
- Chairman attends Board meetings (2/year)

### *Ad Hoc:*

- Other teleconference committee meetings (estimated, 1-3/year)
- Reports to the board by the chairman (2/year)

- ▶ Busiest times of the year:

- 4-5 times per year when the society has a batch of membership applications to be reviewed.
- Contact of delinquent members in July and August

## ▶ Volunteer benefits

- ▶ Ensure that membership furthers the goals of the society.

## ▶ Period of Service

- ▶ Ad-Hoc Members – one year
- ▶ Voting Members, Vice-Chair and Chair – two years each



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# MENTORSHIP AWARDS COMMITTEE

## ▶ Mission

- ▶ To enable young dermatologists and pathologists to acquire additional skills in dermatopathology that will further their careers by studying with a Dermatopathology Mentor and participating in a research project that is presented at an ASDP meeting.

## ▶ Overall goal(s) of the Committee

- ▶ Provide a funded mentorship experience to dermatology and pathology trainees who have demonstrated an interest in furthering their exploration and interest in dermatopathology by identification and development of a research project that they wish to complete and subsequently present with a mentor in the field.

## ▶ Committee Description

- ▶ Ensure that the website is up-to-date and accurate for applicants seeking a mentorship award
- ▶ Review applications for awards
- ▶ Discuss and determine whether funds are awarded, more information is needed regarding an application, and which applications are not funded.
- ▶ Encourage colleagues and trainees to participate in the Mentorship Award program.

## ▶ Skills and abilities needed to serve on Committee

- ▶ Committee members are encouraged to be up to date in the literature so as to critically evaluate the research projects that are submitted. A strong and demonstrated interest in teaching, dermatopathology education, and mentoring are desirable. Honest and fair evaluation are the standard for this group.

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# MENTORSHIP AWARDS COMMITTEE (continued)

## ▶ Estimated time commitment and meeting format

- ▶ 1-2 hours per 3 months, including:

### *Scheduled meetings:*

- ▶ Committee Conference Calls (approximately 2/year)
- ▶ Board Meetings (Chair only, 1/year)

### *Ad Hoc meetings:*

- ▶ Reports to the board (2/year)
- ▶ Other (as needed)

## ▶ Committee member selection process

- ▶ Committee members are appointed by the President-Elect annually and ratified by the Board of Directors.

## ▶ Volunteer benefits

- ▶ Opportunity to use your particular expertise to serve the ASDP, develop leadership skills, and network with members that share similar interests.

## ▶ Period of Service

- ▶ Ad-Hoc Members – one year
- ▶ Voting Members, Vice-Chair and Chair – two years each



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# ORGANIZATIONAL STRUCTURE COMMITTEE

## ▶ **Mission**

- ▶ Guide the implementation of the ASDP's Strategic Plan

## ▶ **Committee Description**

- ▶ Monitor the progress, develop, revise and oversee implementation of the ASDP's Strategic Plan.
- ▶ Advise the BODs on the Strategic Plan's progress and recommend actions and initiatives towards implementation of the plan.
- ▶ Liaise with other committees that are implementing parts of the strategic plan.

## ▶ **Overall goal(s) of the Committee**

- ▶ Monitor implementation of, and recommend revisions and edits to the ASDP's Strategic Plan.

## ▶ **Skills and abilities needed to serve on Committee**

- ▶ Current or previous experience with committees or task forces that are implementing or developing parts of the strategic plan.



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# ORGANIZATIONAL STRUCTURE COMMITTEE (continued)

## ▶ Estimated time commitment and meeting format

- ▶ 3 hours per month, including:
  - Scheduled:
    - Bi-monthly Committee Conference Calls
    - Face to face Committee Meeting (Chair only, 1/year)
    - Board Meetings (1/year)
  - Ad Hoc:
    - Reports to the board (2/year)
    - Other (as needed)
- ▶ Busiest times of the year: Annual Meeting

## ▶ Committee member selection process

- ▶ Committee members are appointed by the President annually and ratified by the Board of Directors.

## ▶ Period of Service

- ▶ Ad-Hoc Members – one year
- ▶ Voting Members, Vice-Chair and Chair – two years each



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# PEER REVIEW COMMITTEE

## ▶ Overall goals of the Committee

- ▶ To nominate and recognize outstanding members of the society annually for the two major ASDP awards, the Nickel Award and the Founders' Award.
- ▶ To select recipients of the Physician-in-Training Awards at the annual meetings of the Society.

## ▶ Key roles and responsibilities of the Committee

- ▶ Solicit Nickel and Founders' Award nominations, review nomination packets to determine eligibility and vote on nominated candidates.
- ▶ Review and rate all abstracts accepted for poster presentations that are eligible for the Physician-in-Training Awards (due one month prior to the annual meeting). Determine poster finalists from combined ratings of the Continuing Education & Research and Peer Review Committees (due two weeks prior to the annual meeting). Judge eligible presentations in the categories of Oral presentations, Poster presentations, Fellow presentations, and Duel in Dermatopathology presentations during the annual meeting, and determine recipients of the Physician-in-Training Awards.



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# PEER REVIEW COMMITTEE (continued)

## ► Skills and abilities needed to serve on Committee

- Ability to make fair and balanced recommendations. Ability to attend all annual meetings of the Society including year of incoming membership on the committee. Note that committee members are expected to be available to attend all sessions containing presentations eligible for the Physician-in-Training Awards (oral, poster, fellows' and Duel). Committee members must attend the sessions assigned to them, and must submit their ratings in a timely fashion.
- **Important!** *The Peer Review Committee is tasked with evaluating oral and poster abstract presentations eligible for the Physician-in-Training (PIT) Awards presented at the annual meeting. Preliminary reviews are conducted in September followed by in-person evaluation during the annual meeting. These presentations include Oral Abstract Sessions 1, 2 and 3, the Duel in Dermatopathology, Fellows' Presentations and Poster Defense sessions. By accepting this nomination you agree to review the eligible abstracts and attend the Annual Meetings during your term on the Peer Review Committee in order to assist with evaluating abstract presentations eligible for the PIT Awards.*



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# PEER REVIEW COMMITTEE (continued)

## ▶ Estimated time commitment and meeting format:

- ▶ 4-8 hours/ month including:

*Scheduled:*

Committee Conference Calls as needed

Board Meetings (2/year, chair only; one in-person, one via conference call)

Annual meeting

*Ad Hoc:*

Reports to the board (2/year)

Other (as needed)

- ▶ Busiest times of the year: February & September-October

## ▶ Volunteer benefits

- ▶ Opportunity to serve the ASDP and to work with other committee members
- ▶ Ad-Hoc Members – one year
- ▶ Voting Members, Vice-Chair and Chair – two years each



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# PROGRAM COMMITTEE

## ▶ Mission

- ▶ To set educational and scientific program of the Annual Meeting and to conduct the sessions in a way that assures scientific accuracy and professional integrity.

## ▶ Overall goal(s) of the Committee

- ▶ To set the Scientific and Educational Program of the Annual Meeting for the advancement of knowledge among participants of the meeting on behalf of better patient care.
- ▶ To ensure that the conduct of sessions meets the highest professional standards.

## ▶ Committee Description

- ▶ Develop the Annual Meeting scientific program, including short and mini-courses, Helwig lecture, consultation sessions, abstract presentations, and other forums of exchanging scientific or practical information.
- ▶ Coordinate with other committees and entities as necessary to ensure successful organization of the Annual Meeting.
- ▶ Select content that is evidence-based and/or within the standards of professional practice in Dermatopathology.
- ▶ Ensure that the annual meeting addresses the needs of the membership based on prior annual meeting evaluations
- ▶ Solicit and review session proposals for the annual meeting as needed



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# PROGRAM COMMITTEE (continued)

## ▶ Committee Description (continued)

- ▶ Ensure that the choice of educational objectives and methods, selection and presentation of content, and evaluation of the Annual Meeting will be made free from control of commercial interests.
- ▶ Confirm that content and format of the Annual Meeting and its related materials that promote improvements of quality in healthcare and not specific proprietary business interest.
- ▶ Collect disclosures from all persons in a position to control content and collaborate with the Ethics Committee to resolve all conflicts of interest prior to the Annual Meeting.
- ▶ Ensure that the selected faculty represents a diverse spectrum of personal and professional backgrounds and perspectives.
- ▶ Course responsibilities are based on individual members' terms on the committee and are assigned as follows:
  - ▶ 1<sup>st</sup> year: Hermann Pinkus Basic Science Course and Evening Slide Symposium
  - ▶ 2<sup>nd</sup> year: Short Course III
  - ▶ 3<sup>rd</sup> year: Short Course I and IV
  - ▶ 4<sup>th</sup> year: Self-Assessment Course
  - ▶ 5<sup>th</sup> year: Chair the committee; Consultations in Dermatopathology, oversight of the entire annual meeting, including Young Physicians' course, abstract sessions' moderators and the glass slide library.



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# PROGRAM COMMITTEE (continued)

## ▶ Skills and abilities needed to serve on Committee

- ▶ Ability to make fair and balanced recommendations. Ability to identify and recruit talented speakers or moderators. Commitment to organize and complete assignments in a timely manner and to participate in scheduled meetings. Ability to communicate well with colleagues.

## ▶ Estimated time commitment and meeting format

- ▶ 4 - 8 hours per month, including:  
Scheduled:  
Committee Conference Calls (1 - 2/year)  
Board Meetings (Chair only, 2/year)  
Annual Meeting  
Ad Hoc:  
Reports to the board (2/year)  
Other (as needed)
- ▶ Busiest times of the year: March – May, Sept - October

## ▶ Volunteer benefits

- ▶ Opportunity to serve the ASDP and to work with other committee members.

## ▶ Period of Service

- ▶ Voting members - 5 years
- ▶ Ad-Hoc members – 1 to 2 years, dependent on appointment



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# SOCIAL MEDIA SUBCOMMITTEE

## ▶ Responsibilities and Assignments

- ▶ Social media strategy and activities for ASDP
- ▶ Administration of ASDP social media accounts

## ▶ Estimated time commitment and meeting format

- ▶ 1-2 hours per month, including:

### *Scheduled:*

- Committee Conference Calls (1 - 2/year)
- Board Meetings (Chair only 2/year)
- Annual Meeting

### *Ad Hoc:*

- Reports to the board (2/year)
- Other (as needed)

- ▶ Busiest times of the year: Social Media Subcommittee is active year-round

## ▶ Volunteer benefits

- ▶ Opportunity to serve the ASDP and to work with other committee members.

## ▶ Period of Service

- ▶ Voting members - undefined
- ▶ Ad-Hoc members – 1 year



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# VIRTUAL SLIDE LIBRARY (VSL) COMMITTEE

## ► Responsibilities and Assignments

- Oversee the purchase, installation, and configuration of software
- Develop a mechanism for transport and scanning of slides by ASDP-approved vendors
- Develop a mechanism for vetting scanned slides
- Configure a database for retrieval of slide images for ASDP projects
- Assist with the configuration of the database for retrieval of slide-associated metadata and categorization of cases utilizing an in house classification system
- Assist with the development of policies and strategies regarding database access and security
- Assist and advise on new ASDP policies that will develop around the VSL



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# VIRTUAL SLIDE LIBRARY (VSL) COMMITTEE (continued)

## ▶ Estimated time commitment and meeting format

- ▶ 1-2 hours per month, including:
  - Scheduled:
    - Committee Conference Calls (1 - 2/year)
    - Board Meetings (Chair only, 2/year)
    - Annual Meeting
  - Ad Hoc:
    - Reports to the board (2/year)
    - Other (as needed)
- ▶ Busiest times of the year: VSL Committee is active year-round

## ▶ Period of Service

- ▶ Voting members - undefined
- ▶ Ad-Hoc members – 1 year



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# YOUNG PHYSICIANS' COMMITTEE

## ▶ **Mission**

- ▶ The mission of the Young Physicians' Committee is to represent the needs of younger members of the Society, facilitate mentoring and networking, and meet the educational needs specific to younger members in their first seven years of practice.

## ▶ **Period of Service**

- ▶ Voting members - 3 years, with second year serving as Co-Vice Chairs and third year serving as Co-Chairs
- ▶ Ad-Hoc members – 1 year



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# NON-DUES REVENUE WORKGROUP

- ▶ Sub-workgroup of the Finance Committee
- ▶ Non-Dues Revenue Committee was created to explore revenue opportunities beyond the annual meeting and membership dues



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# ESSENTIALS OF DERMATOPATHOLOGY COURSE TASK FORCE

- ▶ The Essentials of Dermatopathology Task Force was created to assess the Essentials of Dermatopathology MOC & Board Review Meeting.
- ▶ The task force will be sunset once its objectives are met.
- ▶ The task force is not subject to term limits.
- ▶ Currently, no additional positions are available.



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# COMMITTEE ACTIVITY CALENDAR BY MONTH

COMMITTEE	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
AUC	VARIES											
AUDIT												
CE&R												
DQA												
ETHICS												
FISAW												
FINANCE												
HPWV	VARIES											
HISTORY												
INFORMATICS	VARIES											
MOC												
MEMBERSHIP												
MENTORSHIP AWARDS												
ORGANIZATIONAL STRUCTURE												
PEER REVIEW												
PROGRAM												
SOCIAL MEDIA	VARIES											
VSL	VARIES											
YOUNG PHYSICIANS'												

