

## **COMMITTEE CHAIR HANDBOOK**

American Society of Cytopathology



## **Introduction**

This handbook is designed to answer the most frequently asked questions by ASC Committee Chairs.

### **1. What are my duties as a Committee Chair?**

The Committee Chair focuses the Committee to fulfill its initiatives in accordance with the ASC's strategic plan, guiding the Committee to consensus on decisions; assigning Committee work to Members and Staff; monitoring completion of work; and ensuring the communication of needs and recommendations to the ASC Executive Board or ASC Foundation.

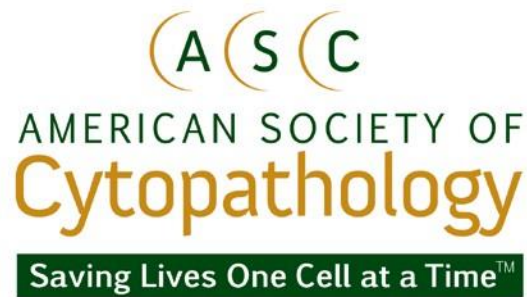
#### *Major Duties and Responsibilities*

##### Ongoing:

1. Reviews Committee Initiatives and responsibilities with Committee Members as appropriate.
2. Ensures that *all Committee actions are in accordance with ASC policies*.
3. Makes recommendations on Committee appointments to the President-Elect when solicited.
4. Regularly forwards Committee reports to the Executive Board and Executive Board Advisor through the ASC Staff Liaison.
5. New initiatives should include strategic reasons for such action.
6. Obtain Executive Board approval when beginning new activities that require the use of additional resources.
7. Works with Staff Liaison to plan Committee meetings in accord with ASC budget.
8. Submits Conflict of Interest Disclosures as requested.

##### Pre-meeting:

9. Establishes and distribute agendas and necessary back-up information before meetings.



10. Prepares for conducting meeting.
11. Presides at Committee meetings and makes certain all agenda items are addressed.
12. Encourages participation by all members in the development of consensus whenever possible.
13. Communicates pertinent information from the ASC Executive Board and Executive Board Advisory as necessary to all Committee members.

Post-meeting:

14. Reviews and approves assignments, and ensures that minutes accurately reflect actions taken at meeting (when appropriate).
15. Follow up with Staff Liaison to assure that Committee actions are implemented.
16. Communicates follow up to Committee members and Executive Board Advisor.

**2. What are the policies concerning committees?**

The policies concerning committees are found on the ASC Web site ([www.cytopathology.org](http://www.cytopathology.org)) in the *ASC General Organizational and Committee Policy & Procedures*.

**3. Is there an ASC Staff person to assist the Chairs and Committees?**

Each Committee is assigned an ASC Staff Liaison to assist the Committee in their activities. When you begin your term, you and your Staff Liaison should set up a time to review the Committee calendar and outline goals for the committee. The ASC Staff Liaison is evaluated by the Committee Chair.

*Responsibilities of ASC Staff Liaison*

1. Maintains the official files of the Committee's communications.
2. Circulates agendas, materials and minutes.
3. Provides general administrative support for the committee.
4. Communicates frequently with committee chairs throughout the year and provides suggestions to support the chairs.
5. Assists the Committee Chair in completing bi-annual Board reports.
6. Assists in giving brief monthly committee updates for the ASC Officers.
7. Set-ups regularly scheduled Committee conference calls.



8. Reviews committee budget requests with the Chair and plans for upcoming activities.

#### **4. Will I be required to submit reports? If so, when are they due?**

Committee reports to the ASC Executive Board are required twice a year (usually March and October). If issues arise that require Executive Board level decisions, and the committee needs to address a topic or an action item more immediately, the Board will review the issue during one of their conference calls throughout the year. The Committee Chair may be asked to present the issues in person. The Committee Chairs always have the option to present their reports to the Board in person.

The Committee reports should contain your committee goals and accomplishments to date and questions for which you would like the Executive Board's input.

A brief Committee update is requested each month starting in January to give the ASC Officers a short report on your activities.

#### **5. What if the committee needs funds for a project?**

A detailed **Budget Request Form** must be submitted by **February 28<sup>th</sup>** each year. Budgets should be developed in support of initiatives for the committee. ASC's fiscal year runs from July 1 through June 30 every year. Note that ASC operates on a cash basis and no carry-over from previous budgets will occur. The ASC's annual budget is approved during the Executive Board Spring Board meeting.

#### **6. What should I do to get started?**

1. Review your Committee Initiatives and the ASC Strategic Plan.
2. Clarify any concerns with the ASC President or the ASC Staff Liaison.
3. Contact your ASC Staff Liaison to discuss setting up quarterly conference calls or Webinars.
4. Discuss your top goals with your Staff Liaison and develop an agenda for your first meeting.
5. Reach out to your Committee Members prior to your first meeting to start a dialogue on your Committee activities.
6. Have your initial committee call/webinar

#### **7. What are the terms of the Committee Chair and Committee Members?**



The term of the Chair is two years but may be extended to three years at the discretion of the ASC President-Elect with the consent of the Executive Board. All committee chair appointments shall be approved by the Executive Board.

Committee Members are eligible to serve two (2) consecutive two-year terms with the option of serving a third term as Chair.

Committee Chair and Member appointment procedures can be found on the ASC Web site under ASC Committees.

#### **8. What are the functions of the different committees?**

Below is a description of the current ASC Committees.

##### *ASC Foundation Board*

*Description:* The ASC Foundation provides and expands financial support for the mission of the Society and its strategic goals of education, advocacy, and research.

##### *Budget and Finance Committee*

*Description:* The Budget and Finance Committee helps to manage the budget of the Society.

##### *Cytotechnology Program Review Committee*

*Description:* The Cytotechnology Program Review Committee manages the review process for all new and existing schools of cytotechnology and makes recommendations to CAAHEP as to the status of each program.

##### *Ethics and Conduct Committee*

*Description:* The Ethics and Conduct Committee reviews the professional conduct and conflicts of interest of members of the Society when tasked by the Executive Board; helps develop ethical guidelines; and reviews ASC policies when directed by the President or Executive Board.

##### *Membership Committee*

*Description:* The Membership Committee determines the eligibility of applicants for membership in the Society and recommends those qualified for membership.

##### *Nominating Committee*

*Description:* The Nominating Committee provides a slate of nominees for Vice President, Secretary-Treasurer, and the open positions on the Executive Board.



#### *Scientific Program Committee*

*Description:* The Scientific Program Committee plans the scientific content of the ASC Annual Scientific Meetings, including but not limited to the selection of Cytology Workshops, Panel Luncheon Seminars, and abstracts for platform and poster presentation.

#### *Awards Committee*

*Description:* The Awards Committee makes recommendations to the Executive Board for recipients of the major achievement awards of the Society, presented every year at the Annual Scientific Meeting. The committee also evaluates the awards process and recommends revisions as necessary.

#### *C.E.L.L. Resource Subcommittee of CPRC*

*Description:* The CELL Resource Subcommittee of the CPRC maintains and adds educational content to the CELL Resource website.

#### *Clinical Practice Committee*

*Description:* The Clinical Practice Committee monitors changes in healthcare that affect the clinical practice of cytopathology and assists laboratories in responding to these challenges.

#### *C.E.L.L. Task Force (under Clinical Practices Committee)*

##### *2017-2018 Initiatives*

- Collaborate with the Cytopathology Program Directors' Committee and CPRC to produce educational web content applicable to cytotechnology programs, Mid-Level Cytology Master's Program and Cytopathology Fellowships
- Evaluate existing products for practice gaps and produce a minimum of 2 new modules annually

#### *Companion Meeting(s) Committee*

*Description:* The Companion Meeting(s) Committee develops ASC-branded programs/courses for presentation at the scientific meetings of national organizations like USCAP, CAP, ASCP, ASCT, and AMP as well as international organizations such as the IAC and EFCS.

#### *Cytoconference Committee*

*Description:* The Cytoconference Committee develops and manages the ASC Cytoconference program.

#### *Cytopathology Program Directors Committee*

*Description:* The Cytopathology Program Directors Committee develops tools to assist



cytopathology fellowship program directors in improving the quality of fellowship education and complying with ACGME/RRC program requirements.

#### *eJournal Committee*

*Description:* The eJournal Committee monitors *JASC* and other scientific journals and identifies articles of interest for the online education activity known as the eJournal Club.

#### *Government Affairs and Economic Policy Committee*

*Description:* The Government and Economic Policy Committee monitors legislative and regulatory events that affect the practice of cytopathology and communicates this to the Executive Board and the membership of the Society. This allows the Society and its members to respond to issues influencing the cytopathology profession.

##### *CLIA Task Force (under Government Affairs and Economic Policy Committee)*

- Review and evaluate the Federal Register's CLIA regulations for cytology laboratories with literature review for evidence-based outcomes
- Draft modifications of existing regulations to address existing and emerging practices and technologies in cytopathology

#### *Progressive Evaluation of Competency (PEC) Committee*

*Description:* The Progressive Evaluation of Competency (PEC) Committee updates and monitors the sequential examinations offered to cytopathology fellows (PEC for Fellows) and pathology residents (PEC for Residents).

#### *Public Affairs and Advocacy Committee*

*Description:* The Public and Affairs and Advocacy Committee provides information on cytopathology to the public, develops patient education programs for the website and local/national meetings, and provides support to areas in need of cytopathology education.

#### *Research and Current Concepts Committee*

*Description:* The Research and Current Concepts Committee fosters the growth and expansion of the field of cytopathology by promoting and rewarding research and investigation in the cytologic method.

#### *Social Media Committee*

*Description:* The Social Media Committee promotes ASC activities, membership and new initiatives thru the major social media channels.



*The ASC Bulletin Editorial Board*

*Description:* The ASC Bulletin Editorial Board publishes *The ASC Bulletin*, an official publication of the Society provided to all members. The Board members write and solicit articles and advertisements and suggest improvements to the newsletter.

*Product Innovation Committee*

*Description:* The PIC works with the ASC staff to design, develop and implement new educational, research and/or advocacy content that can be purchased to provide assets to the ASC to further our mission. The Committee collaborates with the Social Media Committee, Public Affairs and Advocacy Committee, and the Cytopathology Program Directors Committee to create new products to meet educational gaps and further the goals of the Society.

*The Milan System Website Atlas Committee*

*Description:* The Milan System Website Atlas Committee is responsible for establishing and maintaining a web-based atlas of images illustrating the categories of the Milan System. The atlas will be available on the ASC website and as links on the websites of other relevant professional societies.