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) 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 28th 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 annual budget/financial plans 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 the Executive Board.

Membership Committee
Description: The Membership Committee determines the eligibility of applicants for membership in the Society, recommends those qualified for membership, and plan/implement strategies to recruit new junior and full medical members.

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.

**Ambassador Committee**  
*Description:* The ASC Ambassador Program aims to foster participation and engagement among medical and cytotechnology students, pathology trainees and new ASC members. The main objective of this new program is to have junior and newly appointed full members become familiar with the mission and activities of the ASC and get actively involved in the various educational and other endeavors of the society. This ultimately will help various other committees in implementing programs that have an impact on cytopathology learning and clinical practice as well as ensure a better overall retention of the new membership for the society.

**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.

**Case Study Committee**  
*Description:* The Case Study program on the ASC online education page (CytoCE) provides an interactive distance-learning experience to challenging diagnostic issues via interesting patient cases in the field of cytopathology. Each Case includes objectives, images, clinical history, along with a multiple-choice diagnosis followed by discussion, review images and references.

**CELL 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.

**Cyto-econference Committee**  
*Description:* The Cyto-econference Committee develops and manages the ASC Cytoeconference 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.

International Liaison and Membership Committee
*Description:* The newly constituted “International Liaison and Membership Committee” will expand the global visibility of the ASC and devise plans and strategies to increase overseas membership of the Society.

Product Innovation Committee
*Description:* The Product Innovation Committee (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 all Committees to create new products to meet educational gaps and further the goals of the Society.

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).

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.

Cervical Cytology Practice Guideline Task Force
*Description:* The Cervical Cytology Practice Guideline Task Force will review the ASC guideline originally published in 2000 and recommend changes/updates.

Small Biopsy in Cytopathology Task Force
*Description:* Core needle or forceps biopsies are being increasingly introduced as an adjunct in the diagnostic workup of patients presenting with mass lesions in various visceral sites and soft tissues. A
successful procurement of these “small biopsies” often depends on an immediately preceding FNA onsite assessment, guiding the clinician/radiologist to the ideal location for targeting the tissue biopsy sample. However, in many practices cytopathology loses the ownership of such samples as well as the billing rights for a variety of reasons and such biopsies are then reported separately from the FNA cases by Surgical Pathology.

This special task force will investigate the underlying reasons for the prevailing issue in clinical practice and propose a strategy so that Cytopathology would retain the assessment/reporting and billing of these small biopsy samples.