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

1. What are my duties as a Committee Member?
A Committee Member participates as part of a team to achieve the charge given the Committee by the President and the Executive Board of the ASC. Individual Members are not authorized to act or speak on behalf of the Committee unless specifically asked by the Chair to do so.

Major Duties and Responsibilities
Ongoing:
1. Understands the Committee’s Initiatives and how the Committee relates to the structure of the ASC.
2. Is aware of and committed to follow ASC strategies and policies
3. Submits Conflict of Interest Policy and fills out Disclosure Statement when requested
4. Suggests ways the Committee can improve its efficiency and effectiveness.
5. Attends all meetings unless excused by the Chair.
6. Is aware of and supports ASC Staff Liaison.

Pre-meeting:
7. Reads all agenda material prior to the meeting and calls Chair or Staff Liaison with any questions.

At meeting:
8. Punctually attends Committee meetings.
9. Participates actively and does not dominate discussions working to develop consensus whenever possible.
10. Asks for clarification whenever proposed action or decision is not clear.
12. Supports the Committee’s decisions regardless of personal bias.
13. Maintains confidentiality of Committee decisions.

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. **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 without a period of at least one term off the committee.

Committee Chair and Member appointment procedures can be found on the ASC Web site under ASC Committees. All Committee terms start on the day of the ASC Annual Business Meeting in November.

4. **How often does the committee meet?**

The Committee does not usually meet in-person. Conference calls are generally conducted to facilitate the work of the Committee. Committees may meet during the ASC Annual Scientific Meeting.

5. **Who pays my expenses?**

Committee members (or their institutions) pay their own travel expense to attend meetings, if in-person meetings are necessary. ASC does not reimburse Committee members for travel to the ASC Annual Scientific Meeting.

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

1. Review your Committee Initiatives and the ASC Strategic Plan.
2. Make notes on how you can help the Committee accomplish initiatives
3. Reach out to your Committee Chair prior to your first meeting to start a dialogue on your Committee activities.
4. Participate in the conference call/webinars

7. **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.

**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.

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.

Cytoeconference Committee  
*Description:* The Cytoeconference 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.

Position Statements and Guidelines Review Committee  
*Description:* The Position Statement and Guidelines Review Committee periodically reviews the existing ASC position statements and guidelines following a standard operating procedure for reviewing said guidelines. The Committee also creates new position statements and guidelines as directed by the ASC Executive Board.

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 will promote ASC activities, membership and new 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.

**Website Committee**  
*Description:* The Website Committee works with ASC staff to maintain the appearance and content of the ASC website and reviews the relevance and sustainability of items on the website on a regular basis. The Committee adds educational content to the website and investigates new web-based methodologies that might meet the educational needs of the Society.

**The Paris System Website Task Force**  
*Description:* The Paris System Website Task Force is responsible for developing and maintaining The Paris System Atlas website.

**ASC/ASCP Workgroup: Focusing on Emerging Roles in Cytopathology**  
- Advocate to broaden the scope of practice of cytotechnology.  
- Promote the professional identity and evolving role of the cytopathology professional, including expansion of the scope of practice as appropriate.  
- Develop resources and education materials for cytotechnologists currently in the profession and make recommendations for advancement in their careers.
ASC/IAC Salivary Gland Terminology Task Force (The Milan System)
Description: The ASC/IAC Salivary Gland Terminology Task Force group is responsible for developing a standardized terminology for reporting salivary gland cytology specimens, modeled after the prior Bethesda Systems for cervical and thyroid cytopathology and The Paris System for urine cytology. This is a collaborative project with the International Academy of Cytology.

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.