COMMITTEE MEMBER HANDBOOK

American Society of Cytopathology
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 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.

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.