AOCD Committee Overview

The standing committees shall be: AAD Liaison, Awards, Bylaws, CME, Editorial/Public Relations, Education Evaluating, Ethics, Fellow of Distinction, Finance, Historical, Internet, In-Training Examination, Meeting Site Selection, Membership, Nominating and Program Directors. Unless indicated otherwise in the committee descriptions, all committee members shall be appointed annually by the President and ratified by a majority vote of the Board of Trustees. All standing committees shall report to the Board of Trustees.

A. AMERICAN ACADEMY OF DERMATOLOGY LIAISON: This committee shall consist of a Chairperson and members appointed by the president. These members will serve to present the issues of the AOCD which are important to our college to the appropriate members of the American Academy of Dermatology (AAD), and to bring issues from the AAD appropriate to the AOCD back to our college president and Board of Trustees.

B. AWARDS: This committee shall consist of a chairperson and Four (4) members appointed by the president. This committee shall review and assess various awards.

C. BYLAWS: This committee shall consist of a chairperson and members appointed by the president plus the Secretary-Treasurer. The chairman shall serve as Parliamentarian at all Business Meetings. This committee shall recommend appropriate changes to the Constitution and Bylaws which shall be presented to the Board of Trustees for review and submission to the general membership for approval.

D. CME COMMITTEE: The committee shall consist of a chairperson, the Third Vice President, the Second Vice President, the First Vice President, The President-Elect, and two members appointed by the President. The committee is charged with planning the educational events. They will follow the CME criteria set by the AOA, including needs assessments, outcome evaluation forms, long-range course curricula, and inclusion of osteopathic content. The BOT may assign other related tasks as needs arise. Program chairs shall plan and develop the didactic sessions for each meeting and be responsible for presenting the educational program. The President-elect shall serve as Program Chair and the First Vice President shall serve as vice Program Chair of the Annual Meeting. The Midyear Meeting shall be chaired by the Second Vice President with the Third Vice President as vice chair.

E. EDITORIAL/PUBLIC RELATIONS: This committee shall consist of the newsletter editor, associate editor (Executive Director) and up to four(4) additional members as appointed by the President. This committee shall oversee the content and publication of the AOCD Newsletter, (DERMLINE) as well as oversee the public relations of the College.
F. EDUCATION EVALUATING: The Committee shall consist of a minimum of seven (7) members appointed for three (3) year terms on a staggered basis, including the representative to the American Osteopathic Association Council on Postdoctoral Training, at least one (1) member of the American Osteopathic Board of Dermatology, with the remaining positions appointed from the eligible fellow membership. The chairperson shall be chosen by a majority vote of the members of the Education Evaluating Committee. The Education Evaluating Committee shall review all osteopathic postdoctoral training programs in dermatology for recommendation to the American Osteopathic Association Council on Postdoctoral Training.

G. ETHICS: The committee shall consist of the three (3) most recent past Presidents with the immediate past President as chairperson and two (2) additional members appointed by the president. This committee shall review all matters of an ethical nature regarding any member or resident/trainee referred to them.

H. FELLOW OF DISTINCTION: The committee shall consist of a Chairperson and four (4) members of Fellow of Distinction status appointed by the President This committee shall establish the criteria for Fellow of Distinction and will submit it to the Board of Trustees for approval by three-fourths (3/4) of the voting members of the Board of Trustees. The Fellow of Distinction Committee shall evaluate candidates’ applications based upon their criteria and report their recommendations to the Board of Trustees. The Board shall forward their recommendations to the general membership for ratification at the annual business meeting.

I. FINANCE COMMITTEE: The committee shall consist of a chairperson appointed by the President, the Immediate Past President, the President Elect, the Third Vice President, and two additional members appointed by the Chair with the Executive Director, Secretary/Treasurer and CPA serving as consultants. The Finance Committee is responsible for generating the annual budget, reporting any financial issues of concern to the BOT, investigating ways to invest a percentage of AOCD revenue, generating ways to create additional revenue, assisting in generating corporate funding, overseeing the compensation policy and will have oversight on all funds received from all sources.

J. HISTORICAL: The committee shall consist of a Chairperson and two (2) members as appointed by the President. This committee shall oversee the archives of the College and maintain and update a general history of the College annually.

K. INTERNET: The committee shall consist of a chairperson and additional members as appointed by the President. This committee is responsible for the development and maintenance of the American Osteopathic College of Dermatology website and any other internet related activity entered into by the College.

L. IN-TRAINING EXAMINATION: The committee shall consist of a chairperson and a minimum of three (3) members appointed by the President, with at least one member being from the American Osteopathic Board of Dermatology. This committee shall develop, administer and evaluate mock boards for candidates (residents/trainees).
M. MEETINGS SITE SELECTION: This committee shall consisted of a chairperson, the six (6) trustees of the AOCD and two (2) additional members appointed by the president. These members are charged with polling our college members for particular locations of interest, and then to investigate these sites to determine which ones will present the very best opportunities for our college meetings. The members of this committee will look for the correct combination of prime meeting space and cost effectiveness which will ensure the meeting site draws the optimum attendance and the best educational experience.

N. MEMBERSHIP: The committee shall consist of a chairperson and two (2) members appointed by the president. Appointments are for a three (3) year term. One member shall be appointed each year at the annual meeting. The Membership Committee shall review and submit written recommendations of applicants for membership to be acted upon by the Board of Trustees.

O. NOMINATING: The Nominating Committee shall consist of the three (3) most recent past presidents, the President-Elect, a representative from the American Osteopathic Board of Dermatology and a representative from the general membership. The Chairperson shall be the most immediate Past President. The Nominating Committee shall present a slate of officers to the Board of Trustees at the midyear meeting. If a midyear meeting is not held, the slate of nominees shall be presented to the Board of Trustees at least three (3) months prior to the annual meeting.

P. PROGRAM DIRECTORS: The Program Directors Committee shall consist of the Chairperson or vice chairperson of each residency training program. This committee shall select a chairperson from among their ranks. This chairperson will report to the Board of Trustees. This committee shall be charged with monitoring issues of importance in the training of our resident members, overseeing the In-training Examination, monitoring new trends and be proactive in addressing these issues, as well as any other tasks the Board of Trustees charges them with.

Q. RESIDENT LIAISON: A delegate from the resident body shall be elected by majority vote of their peers at their annual meeting following the in-training examination. This delegate shall attend the midyear and annual meeting Board of Trustees meetings as a non-voting member to represent the residents.

R. JOURNAL of the AMERICAN OSTEOPATHIC COLLEGE OF DERMATOLOGY (JAOCD): This committee shall consist of the journal editor, and a minimum of (4) additional members. This committee shall oversee the content and publication of the JAOCD.

The AOCD also has representation at the AOA level for the following:

- BUREAU OF OSTEOPATHIC SPECIALTY SOCIETIES
- PROGRAM AND TRAINEE REVIEW COMMITTEE
- HOUSE OF DELEGATES: