



Councils & Committees

2022-2023 Reference Manual

Councils & Committees

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About WDS

About the Women's Dermatologic Society

The WDS, founded in 1973, is dedicated to helping dermatologists fulfill their greatest potential and assisting them in making a contribution to our specialty and society. To achieve this goal, the Society relies on the active participation of its members, who represent a diverse cross-section of professional sub-specialties.

Our signature programs include networking, leadership, mentoring, service, research, public education, and communication initiatives.

Mission Statement

The mission of the Women's Dermatologic Society is to be the premier organization cultivating personal and professional development of women dermatologists dedicated to excellence in patient care, mentorship, volunteerism, and leadership.

Vision Statement

The Women's Dermatologic Society is committed to issues relevant to women and their families.

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Fundamentals of Participation

General Expectations

Annually, each committee member is provided with a “Committee Reference Manual” that provides the purpose, duties, powers, and composition of each committee, as well as an overview of the appointment process and operating procedures of committees as a whole.

- All members who participate in the WDS council and committee structure are responsible for reading, signing, and complying with the Conflict of Interest Agreement and Declaration of Loyalty.
- All members who participate in the WDS council and committee structure are responsible for attending council/committee meetings as designated by each Board Liaison/Committee Chair.
- All members who participate in the WDS council and committee structure are responsible for proper preparation and active participation in council/committee work.
- All members who participate in the WDS council and committee structure are responsible for professional and appropriate communication and interaction with Board Liaisons/Committee Chairs and WDS Staff.

Attendance Expectations

Committee members have a responsibility to participate in the work of their committee. Committee members are expected to RSVP regarding their attendance at and participation in committee meetings. Committee members are permitted three (3) excused absences from meetings (face-to-face, conference call or electronic) per year. Unexcused absences or absences in excess of three (3) per year may result in that member being removed from the committee.

Compliance

Should a member become non-compliant due to lack of participation or violation of the signed agreements, the WDS Board of Directors may remove the member in question from their term of service and appoint a replacement committee member.

Disclaimer

The Committee Reference Manual is intended to be a living document. As committees and councils continue to update their purpose statements and goals, the changes will be reflected in the Committee Reference Manual.

Fundamentals of Participation

Meeting Guidelines

The majority of the committee's work is done via video meetings and conference calls. Guidelines for optimizing meetings conducted via video meeting and conference call are listed below for member review and consideration.

- 1. Each member should "Accept" or "Decline" the calendar invite sent to him/her from the staff.**
Responding to the meeting invitation will allow staff to communicate with the Committee Chair regarding meeting participation.
- 2. Prior to the meeting, each member should review the agenda and supporting materials.**
The video link or conference call number and access pin should be handy in order to facilitate timely access to the meeting. Timeliness for all committee members is essential. Committee members should communicate directly with the Staff Liaison and Committee Chair if your plans for participation change. Individuals who are slated to speak and lead discussion about agenda items should anticipate potential questions and provide a plan for response.
- 3. Each committee member should mute his/her computer or phone when not speaking.**
Muting helps to avoid distracting sounds, conversations, or noises that are not applicable to the meeting.
- 4. Each committee member is encouraged to be on video if Zoom or another video conference platform is being utilized.**
Being on video allows all members to see you and helps facilitate communication by use of visual cues. WDS strongly encourages video meetings rather than conference phone calls.
- 5. If meeting via phone, each member should state his/her name as a means of identification/introduction.**
If you are not on video, identification by name can help to provide context for comments and discussion.
- 6. Before speaking, each member should wait for the previous person to finish talking.**
Members wishing to speak should use the raise hand function or enter a request to speak in the chat function of the video conference platform. The Committee Chair shall recognize speakers in the order of their request to speak. Committee members should wait to be recognized by the Chair prior to speaking.
- 7. Each member is expected to focus his/her entire attention completely on the meeting for its full duration.**
When you participate in a meeting, please try to avoid distractions: emails in your inbox, coworkers asking questions, work piling up on your desk, office chat programs, etc. Committee members should dedicate their full attention during the meeting.
- 8. Please strive to have a good Wi-Fi connection and/or good cell reception.**
Please notify the Staff Liaison by text if you lose service/drop the call and need to regain access.

Fundamentals of Participation

Robert's Rules of Order-Summary Version

What Is Parliamentary Procedure?

Parliamentary Procedure is a set of rules for conduct at meetings. Following these rules ensures that the business of the meeting proceeds in an orderly, organized, timely fashion, that everyone who wishes to be heard is able to do so, and that actions are taken and decisions are made without confusion.

Why is Parliamentary Procedure Important?

Parliamentary Procedure is a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order Newly Revised is the basic handbook of operation for most clubs, organizations and other groups. It is important that everyone knows these basic rules.

"The application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member's opinion, to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion."

[Robert's Rules of Order Newly Revised [RONR (11th ed.), Introduction, p. liii]

Organizations using parliamentary procedure usually follow a typical **Order of Business**. Below is a typical example:

1. Call to order
2. Roll call of members present
3. Reading of minutes of last meeting
4. Officer reports
5. Subcommittee, task force and work group reports
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

The method used by members to express themselves is in the form of **motions**. A **motion** is a proposal made by a member for the purpose of moving the committee to take action on, or a stance on, an issue.

Individual members can:

1. Call to order
2. Second motions
3. Debate motions
4. Vote on motions

It is the Chair's duty to oversee and manage the business of the meeting. The Chair does not make motions, second motions or vote on motions except in the event of a tie, in which case the Chair makes the deciding vote.

Fundamentals of Participation

There are four **Basic Types of Motions**:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled. Any subsidiary motion is voted on before the related main motion.
3. **Privileged Motions:** Their purpose is to bring up urgent items about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions. Incidental motions must be considered before any other motion.

How are Motions Presented?

1. Obtain the floor
 - a. Wait until the previous speaker has finished.
 - b. Wait until the Chair recognizes you.
2. Make a motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion clearly and affirmatively. Say "I move that we..." rather than "I move that we do not..."
 - c. Avoid offensive or accusatory language and stay on subject.
3. Wait for someone to second the motion
 - a. Another member will second the motion or the Chair will call for a second.
 - b. If there is no second to the motion, the motion is not considered.
 - c. If there is a second to the motion, the Chair states/repeats the motion, thus placing the motion before the membership for consideration.
 - d. Once the motion is accepted for consideration, it becomes "assembly property" and cannot be changed except by:
 - i. Friendly amendments that must be agreed upon by the author and Chair.
 - ii. Second amendment (to the primary/first amendment) proposed by any member and seconded by any member. The second amendment must be considered, debated and voted on prior to voting on the primary/first amendment.
4. Debate on the motion
 - a. The time for you to speak in favor of a motion occurs after the motion has been made and seconded, during discussion.
 - b. The mover of the motion is always allowed to speak first.
 - c. The mover of the motion is generally allowed to speak again only after other speakers are finished, unless called upon by the Chair.
 - d. All comments and debate must be directed to the Chair.
 - e. Keep comments focused and concise.
 - f. Be conscious of time and keep comments within any time limit that the Chair might have established.
5. Put the question to the membership
 - a. During/after discussion, the Chair asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.

Fundamentals of Participation

Voting on a Motion:

The method of voting on any motion depends on the situation and the by-laws of policy of your organization. The **five methods used to vote** by most organizations are:

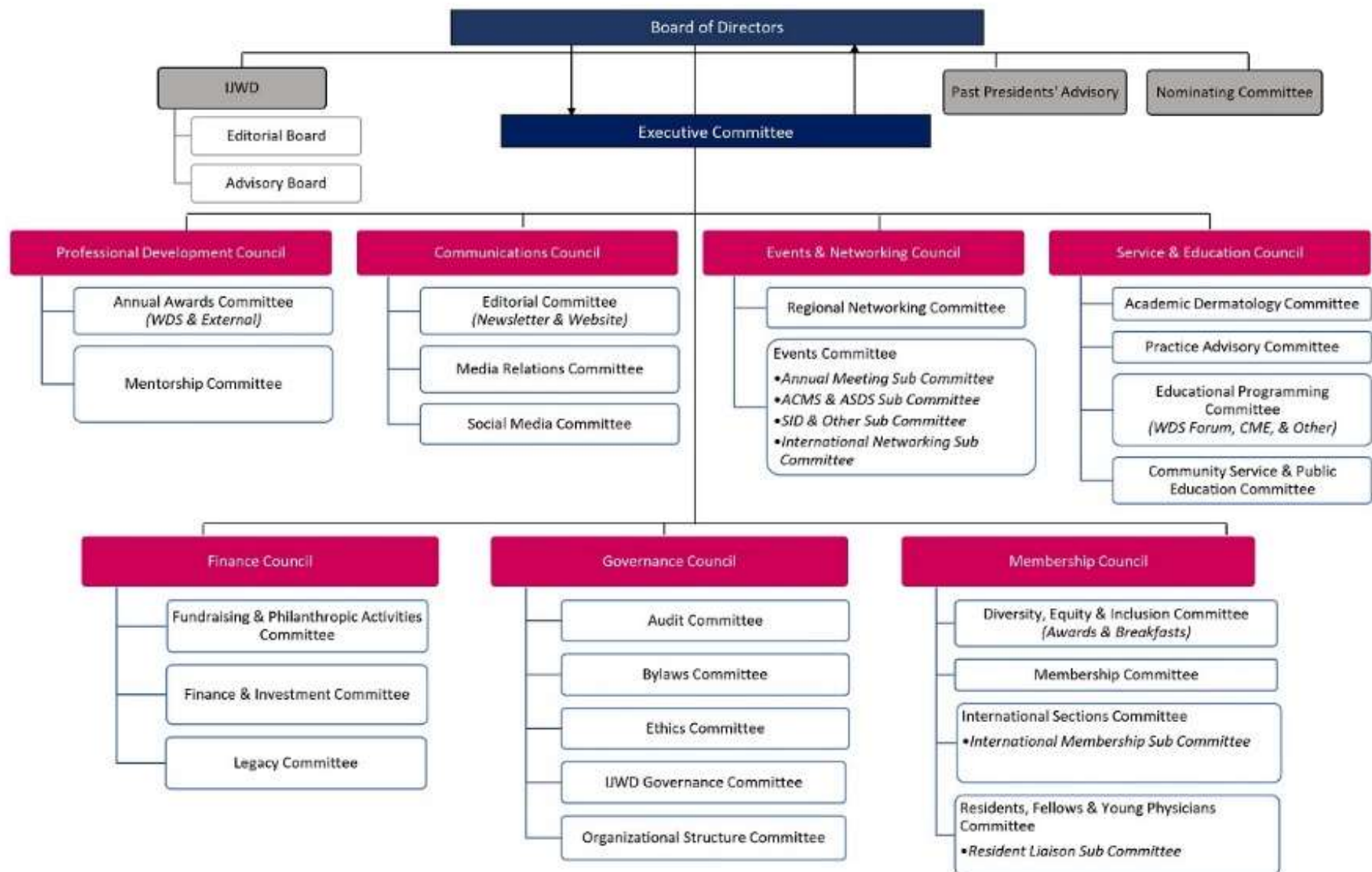
1. **By Voice:** The Chair asks those in favor to say, "aye" and those opposed to say "no." Any member may move for an exact count.
2. **By Roll Call:** Each member answers "yes" or "no" as his/her name is called. This method is used when a record of each person's vote is required.
3. **By General Consent:** When a motion is not likely to be opposed, the Chair says, "Is there any objection?" The membership shows agreement by their silence; however if one member says, "I object," then the item must be put to a vote.
4. **By Division:** Division occurs when it is anticipated that the vote count will be evenly divided between those in favor and those opposed to the motion. At in-person meetings, members raise their hands or stand in accordance with the Chair's request. For virtual meetings, members are generally asked to vote electronically (via text, email, or other system arranged by Staff) or by using the virtual platform's raise hand function.
5. **By Ballot:** Each member writes her/his vote on a slip of paper which is then collected and tallied by the Chair. This method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. **Motion to Table:** This motion is often used in the attempt to delay debate on a motion until an undetermined future time or until "time certain". When tabling to time certain, the member making the tabling motion must state when he/she wants to resume debate on the motion. The option is always present, however, to "take from the table" and reconsider the motion.
2. **Motion to Postpone Indefinitely:** This is often used as a means of parliamentary strategy and allows opponents of a motion to test their strength without an actual vote being taken. Also, after a motion to postpone indefinitely is made, debate is once again open on the main motion.

Taken from: <https://robertsrules.org/>

Visit their website for additional information



Councils & Committees – Responsibilities & Objectives

Council & Committee Listing

If you would like to review a Council or Committee in detail, please select the name.

- **Professional Development Council**
 - Annual Awards
 - Mentorship
- **Communications Council**
 - Editorial
 - Media Relations
 - Social Media
- **Events and Networking Council**
 - Regional Networking
 - Events
- **Service & Education Council**
 - Academic Dermatology
 - Practice Advisory
 - Educational Programming
 - Community Service & Public Education
- **Finance Council**
 - Finance & Investment
 - Fundraising & Philanthropic Activities
 - Legacy
- **Governance Council**
 - Audit
 - Bylaws
 - Ethics
 - IJWD Governance
 - Organizational Structure
- **Membership Council**
 - Diversity, Equity & Inclusion
 - Membership
 - International Sections
 - Residents, Fellows, and Young Physicians

Councils & Committees – Responsibilities & Objectives

The following three committees will report directly to the Board of Directors:

- Nominating
- Past Presidents' Advisory
- IJWD
 - Editorial Board
 - Advisory Board

Councils & Committees – Responsibilities & Objectives

General Purpose

Councils, committees, and task forces serve to assist the WDS Board of Directors in fulfilling its duties and obligations to the membership. The Board of Directors shall have the authority to create and appoint committees and councils as needed for the conduct of Society affairs. Any committee or council, with the exception of standing councils or committees, may be terminated by action of the Board of Directors. The President shall have the authority to create Tasks Forces and/or Work Groups as she/he may deem appropriate for the conduct of the affairs of the Society.

Annually, each committee member is provided with a Committee Reference Manual that provides the purpose, duties, powers, composition, appointment and operating procedures of each committee.

Board Liaison

Board Liaison Appointments

- Must be WDS members.
- Board Liaisons are current Board of Director members.
 - The Treasurer serves as the Board Liaison of the Finance Council.
 - The Secretary serves as the Board Liaison of the Governance Council.
 - The Vice President oversees all of the councils.

Objectives of Board Liaisons

- To improve communication between the Board of Directors and committees within WDS.
- To help facilitate committee work, especially when there is a need for Board of Directors support or approval.
- To help identify any concerns raised at the committee level, support effective discussion with the Board of Directors and resolve any barriers or controversy.
- To help promote cross-functional roles/work of the committees under each council, facilitating work between council committees and between councils.

Board Liaison Responsibilities

- Facilitate communication between the committees and the WDS Board of Directors.
- Provide quarterly reports to the WDS Board of Directors regarding Committee updates.
- Obtain from the Committee Chair a list of proposed goals/activities for the year and ensure that these align with the WDS Strategic Plan.
- Ensure the Committee Chair understands the role of the Board Liaison, which is to serve in an advisory and communication capacity.
- Advise and assist committees that need to communicate with other councils, other committees or the Board of Directors. Communicate to the President and Executive Director when a committee has an agenda item that requires approval from the Board of Directors.
- Review committee reports and/or budget requests from Committee Chairs prior to submission to the Board of Directors.
- Review all proposed agenda items for the Board and have appropriate background information from committees prior to the Board of Directors meeting. Make sure Committee Chairs send any supporting materials to be included with specific agenda items to the Executive Director no later than two weeks prior to the scheduled Board Meeting.

Councils & Committees – Responsibilities & Objectives

- Present agenda items at Board meetings and lead the discussion.
- Report back to the Committee Chair via email regarding the discussion and any action(s) taken by the Board. The staff liaison or Executive Director also sends a follow-up email outlining any discussion and action items from the Board meeting that impact committees.
- Be aware of any potential challenges within committees such as inactive committee members, stalled projects or committee dysfunction.
- Include the Deputy Board Liaison on communications with the Committee Chair level so that they are kept updated on activities. The Deputy Board Liaison should be ready to assist or share duties of the Board Liaison as needed.
- Participate in committee activities in an advisory capacity:
 - The Board Liaison should actively reach out to help the committee to be productive.
 - The Board Liaison should only act in an advisory role; he/she is not part of the committee nor should he/she participate in the committee's work.
 - Monitor the level of committee involvement and ensure they are on target to reach their goals. Provide advice as needed. Help establish task deadlines as needed to meet Board deadlines.
 - Work closely with the Committee Chair to ensure that the committee goals align with the overall WDS Strategic Plan.
 - Attend the first committee meeting of the new term (typically April/May) to introduce yourself to new committee members and explain your function. Attend other committee conference calls as possible.
 - Attend the Vice President's Orientation Meeting with Committee Chairs.
 - Ensure Committee Chairs submit their Board Reports for the winter/spring Board of Directors meeting.

Deputy Board Liaison

Deputy Board Liaison Appointments

- Must be WDS members.
- The President-Elect appoints the Deputy Board Liaisons. The Deputy Board Liaison will progress to Board Liaison within the same Council.

Objectives of Deputy Board Liaison

- To improve communication between the Board of Directors and committees within WDS.
- To help facilitate committee work, especially when there is a need for Board of Director support or approval.
- To help identify any concerns raised at the committee level and support effective discussion with the Board of Directors to resolve any barriers or controversy.
- To help promote cross-functional roles/work of the committees under each Council, facilitating work between Council Committees and between Councils.

Deputy Board Liaison Responsibilities

- Provide support to the Board Liaison and offer assistance with fulfilling his/her responsibilities.

Councils & Committees – Responsibilities & Objectives

Committee Chair

Committee Chair Appointments

- Must be WDS members.
- The President-elect appoints the Committee Chairs. Input is sought from the Board Liaison prior to appointment.
- Committee Chair is a three-year term.
- Member must be serving (or have served previously) on the committee to be appointed Committee Chair.

Committee Chair Responsibilities

- Provide open communication for the committee with the Board Liaison.
- Prior to the new term each year, provide the Board Liaison with the committee purpose/mission and goals.
- On a regular basis, and at least once a year, initiate discussion with the committee members to reaffirm or revise the committee purpose/mission to align with the Strategic Plan.
- Set the date, time, and place of meetings and prepare the agenda with the help of the appropriate WDS Staff Liaison.
- Run the committee meetings and guide the committee through the agenda items.
- Assign any “action items” that come from the meeting to committee members and ensure appropriate follow-up.
- Submit of the committee’s goals and status reports for the winter/spring in-person Board of Directors Meeting.
- Monitor the engagement/involvement of committee members and communicate any concerns to the Board Liaison.
- Prior to committee appointments (typically in November), make any recommendations for committee members/chairs to the Board Liaison, President-Elect, and Executive Director via email.

Deputy Committee Chair

Deputy Committee Chair Appointments

- Members must be WDS members.
- The President-elect appoints the Deputy Committee Chairs. Input is sought from the Board Liaison and Committee Chairs prior to appointment.
- Deputy Committee Chairs are appointed to serve in the last year of the Chair’s term (3-year term). The Deputy Committee Chair term is one year, progressing to Committee Chair.
- Member must be serving (or have served previously) on the committee to be appointed Deputy Committee Chair.

Deputy Committee Chair Responsibilities

- Provide support to the Committee Chair and offer assistance with fulfilling their responsibilities.

Councils & Committees – Responsibilities & Objectives

Committee Member

Committee Member Appointments

- All committee members must be WDS members in good standing.
- The Committee Interest Form is provided to the membership for completion by October 31 of each year.
- The President-Elect makes appointments from these interested members. Ideally, the appointment and acceptance process is complete by February 1.
- Committee member terms are three years in duration.

Committee Member Responsibilities

- Understand WDS's mission.
- Support WDS and its leadership through the activities of the committee.
- Fulfill the objectives of the committee by accepting and collaborating with other committee members on specific tasks as assigned by the Committee Chair.
- Meet established deadlines in order to advance the committee's objectives efficiently.
- Work to strengthen programs and services for members through the activities of the committee.
- Prepare for meetings by reviewing the agenda and supporting documents.
- Treat all information learned or shared during meetings as confidential and the intellectual property of WDS.
- Work with staff as necessary to realize the goals of the committee.

Advisors

Advisor Appointments

- All advisors must be WDS members.
- The Committee Chair may recommend that a member whose term of committee service has concluded remain on the committee to serve as a non-voting Advisor. This recommendation must be approved by the President-Elect.
- Advisors serve for a 1-year term.

Advisor Responsibilities

- All Advisors are non-voting positions.
- Advisors do not have the power to propose or second a motion, cast an official vote, count towards a quorum, or preside at any committee meeting.
- Advisors act in a supporting role and as a source of historical knowledge.

Councils & Committees – Additional Committees & Task Forces

Standing Committees

The standing committees shall include, without limitation, the following: Audit Committee, Executive Committee, Finance and Investment Committee, Membership Committee, Nominating Committee, and Legacy Committee, as stated in the WDS Bylaws.

Committees Directly Reporting to the Board of Directors

Executive Committee

Purpose & Composition: The officers of the Society will consist of a President, President- Elect, Vice President, Secretary, Treasurer, and Immediate Past President. The Assistant Treasurer will serve, once elected, for one year. The officers make up the Executive Committee.

Authority: The Executive Committee shall have and exercise the full authority of the Board of Directors in the management of the Society when the Board of Directors is not in session. Decisions made by the Executive Committee may be implemented immediately if required, but are still subject to review by the full Board of Directors at its next regularly scheduled meeting. The Executive Committee shall not have the authority of the Board of Directors with respect to:

- Amending the Bylaws of the Society;
- Amending the Administrative Regulations of the Society;
- Adopting a plan of merger or consolidation with another corporation;
- Authorizing the voluntary dissolution of the Society or revoking proceedings therefore;
- Adopting a plan for the distribution of assets of the Society should the Society be dissolved;
- Electing members of the Society;
- Appointing or removing any Officer or Director of the Society or any member of the Executive Committee;
- Altering, amending, or rescinding any action of the Board of Directors without the express prior authorization of the Board of Directors to do so.

Staff Liaison: Executive Director, Kris Haskin

Past Presidents' Advisory Committee

Purpose Statement:

- To support and advise the President, Executive Committee, and Board of Directors;
- To ensure that WDS leadership maintains continuity of our Mission;
- To serve as historic memory for the Society.

Composition: WDS Past Presidents

Term: Previous Immediate Past President serves as Chair for 1-year term; there are no term limits for Members.

Staff Liaison: Executive Director, Kris Haskin

Councils & Committees – Additional Committees & Task Forces

Nominating Committee

Purpose Statement: The Nominating Committee shall oversee and coordinate the process of nominating candidates for Director and Officer positions to the Board of Directors.

Composition: The Nominating Committee shall consist of five (5) members in good standing of the Society. The Nominating Committee shall consist of the three (3) most recent Past Presidents of the Society, other than the Immediate Past President, and two (2) Society members.

Term: The term of a Past President Committee member shall be three (3) years; the other two (2) Committee members shall each be appointed by the Board of Directors for a three (3) year term. The Past President in their third year shall be designated as the Chair. No incumbent member of the Board of Directors may serve on the Nominating Committee. No person shall serve consecutive terms on the Nominating Committee.

- Qualifications for Nominating Committee members: Highest professional, scholarly, and administrative skills, selected with due regard for geographic representation, not including incumbent members of the Board; should possess experience as past officer, Board Member or Committee Chair of the Society.
- Committee members are not eligible to be nominated by this committee for WDS office or to be a member of the WDS Board of Directors.

The responsibilities of the committee include:

- To receive all application materials and other information in support of an individual's nomination submitted by WDS members.
- To review and evaluate potential nominees on the basis of each application which includes information on professional career, volunteer positions within and outside of WDS, relevant skills and experience. Nominees to the Board of Directors should have previous WDS committee experience and/or have demonstrated active participation in WDS programs. Diverse geographic representation should also be sought for the Officers and Board members. To assist the committee in achieving this goal, a list of current Officers and Board of Director members with the length of their term will be provided by the Executive Director.
- To nominate at least one (1) candidate for each position on the Board of Directors to be filled in the next election of Directors. A slate of nominees should be established by a meeting of the Nominating Committee.
- All candidates must be approved by a majority vote of the committee. All nominees for Officer and Director positions should be presented to the Board of Directors at least 3 months prior to the Annual Business Meeting. The Board of Directors will approve the slate by a simple majority vote at least 90 days prior to the Annual Business Meeting. The Nominating Committee will contact all nominees to determine their willingness to serve. The Nominating Committee will inform all nominees of the decision of the Board. The general membership will be informed at least 30 days prior to the Annual Business Meeting of the final list of nominees. This slate will be presented by the Chair of the Nominating Committee or designee to the general membership at the Annual Business Meeting. If approved by the general membership, the newly elected Directors will assume positions on the Board following the Annual Business Meeting; by the WDS for the offices of President, Vice President, and Board of Directors of the AAD.
- To present, upon request, nominees to the Board of Directors to fill the unexpired term of those vacancies on the Board of Directors not due to expire at the next Annual Business Meeting. These

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nominees can be drawn from the slate of potential nominees previously approved by the Board of Directors (see above), but not selected by the Nominating Committee for the final slate of officers.

Staff Liaison: Executive Director, Kris Haskin

Candidate Recruitment Workgroup (CRW)

Purpose: The purpose of the Candidate Recruitment Workgroup (CRW) is to recruit qualified WDS members, including through their work with the Board of Directors, to compliment the diversity as broadly defined by WDS, to submit their required materials for consideration for Officer and Director positions and for Board-appointed Nominating Committee positions.

Structure: The CRW consists of the four (4) DS Directors at Large who are serving their 3rd year on the Board of Directors. The term is one year.

Process: The 1st Call for Nominations will be sent and the CRW will be provided with the needs for Director and Officer positions for the nomination year. At this time, the CRW will request from the Board of Directors names of potential applicants for those positions needed in that nomination year, after the 1st Call has been sent to the membership. The CRW will reach out to these potential applicants to encourage them to submit for the open positions.

The CRW will be updated and re-engaged after the 2nd and 3rd Call for Nominations to do further outreach for applicants, as needed.

Staff Liaison: Executive Director, Kris Haskin

International Journal of Women's Dermatology (IJWD) Editorial Board

Purpose Statement: The IJWD publishes articles pertaining to dermatologic medical, surgical and cosmetic issues faced by female patients and their children.

Composition: The Editorial Board shall be composed of no fewer than 15 and no more than 30 members. The Editorial Board will consist of an Editor-in-Chief, and up to 29 Associate Editors.

Every good faith effort will be made to ensure that the Editorial Board reflects the global membership of WDS. All members of the Editorial Board will be members of the Society.

Editor-in-Chief:

- The Editor-in-Chief will be nominated by the IJWD Editor Search Task Force and approved by the WDS Board of Directors. Any member of the Editorial Board may recommend candidates to the IJWD Editor Search Task Force.
- Candidates for Editor-in-Chief shall submit a letter interest describing their qualifications, qualities they would bring, and vision of the IJWD, CV, and statement of conflict of interest. The deadline for applications shall be at least 30 days after an opening is announced.
- The term for Editor-in-Chief shall be five years, renewable once for a maximum term of ten years.
- The Editor-in-Chief will be report to the *IJWD* Governance Committee and will be invited to report to Board of Directors at least annually.
- Editor-in-Chief will not have a role in the financials of the Journal.

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Associate Editors:

- Openings on the Associate Editors shall be announced in the WDS electronic newsletter and on the WDS website.
- Candidates for Associate Editors shall submit a letter or email of interest describing their qualifications. The deadline for applications shall be at least 30 days after an opening is announced.
- Past service with another journal is desirable.
- Candidates for Associate Editors shall be evaluated by the full Editorial Board and recommended by majority vote.
- A list of successful candidates shall be submitted by the Editorial Board to the WDS Board of Directors for approval.
- Associate Editors will serve three-year terms, extendable twice, depending on the service provided and approval by the WDS Board of Directors.
- Continued membership on the Editorial Board will be based on annual evaluation. Assessment criteria will be developed by the Editor-in-Chief.

Editorial Board General:

- Continued identification of article submissions is an ongoing and critical job for all members of the Editorial Board. To help ensure a reasonable pipeline of high quality papers for the IJWD, all members of the Editorial Board should be encouraged to submit at least one paper.
- Members of the Editorial Board are expected to conduct reviews of IJWD article submissions. Regional Associate Editors are required to identify new and useful reviewers in each region.
- Each Editorial Board member shall be evaluated annually for their participation. Criteria for evaluation will include how often an Editorial Board Member accepts or declines an editorial assignment; the value and accuracy of editorial work and manuscript review in terms of timeliness and substantive comments; performance and attendance at WDS and Editorial Board meetings and functions; and overall contribution.

Staff Liaison: Program and Administrative Manager, Ainsley Morley

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International Journal of Women's Dermatology (IJWD) Advisory Board

Duties of the International Advisory Board Members:

1. Advisory Board Members will act as ambassadors for our journal. They will promote the journal through using the IJWD promotion slide at the end of lectures when appropriate, encourage their colleagues to publish in our journal and solicit manuscripts, visit the website at least once a quarter to familiarize themselves with each issue, and promote the journal within their departments.
2. Advisory Board Members will be asked to be active and engaged reviewers for the journal when invited.
3. Advisory Board Members will be asked to attend an annual meeting.

Staff Liaison: Program and Administrative Manager, Ainsley Morley

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Professional Development Council Committees

Annual Awards Committee

Purpose Statement: The Annual Awards Committee aims to recognize WDS members for their achievements and contributions to dermatology by selecting the recipients of the WDS Annual Awards and providing nominations for honorary awards presented by other dermatology societies.

Goals:

- Streamline and standardize the mechanism for selecting candidates for awards.
- Increase number of nominations for WDS Annual Awards.
 - Use targeting mails for specific awards.
 - Solicit nominations directly from the BOD and other WDS Committees.
 - Obtain list of the recipients of awards similar to WDS awards given by other dermatology societies.

Composition: The Annual Awards Committee must be an odd number for voting purposes. 9-11 members are recommended. Residents are not suggested for this committee.

Member Skills/Area of Emphasis: none

Terms: Three (3) year terms from April 1 to March 31 in the final year.

Notes: If a member of the Annual Awards Committee is nominated for an Annual Award, she/he shall abstain from the voting process

Staff Liaison: Program & Administrative Manager, Ainsley Morley

Mentorship Committee

Purpose Statement: The Mentorship Committee promotes the concept of mentorship within the WDS by facilitating the establishment of long-term relationships between mentors and mentees and promoting projects with a clearly discernible plan to help with career development. The committee provides opportunities for young physicians to establish these relationships through various mentorship programs and recognizes WDS members who have been exceptional mentors through the Mentor of the Year Award.

Goals:

- Increase visibility of WDS Mentorship opportunities
 - Work with the WDS Resident, Fellow, & Young Physician Committee to promote programs. Utilize the resident liaisons to disseminate information. Promote our mentorship programs via liaisons in other societies to recruit new mentors across broader areas of interest/specialty.
 - Promote mentorship to residency programs that have an emphasis on serving rural or underserved populations and skin of color (recruit both mentors and mentees).
 - AAD Residents & Fellow Committee – Advertise in AAD's Directions in Residency newsletter.
- Create post-mentorship experience survey for mentors and mentees to analyze program for

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long-term success rate.

- Review and revise the Mentorship Award eligibility and evaluation criteria and scoring system, as well as the platform to review and collect the applications.
- Develop a Mid-career Mentorship Program to submit to the Board of Directors within two years.
- Collect and review data regarding current list of available mentors (geography, areas of expertise). Identify specific areas needing mentor availability and recruit those members to be listed as mentors (ideas include industry/pharma, rural care, indigenous population health, LGBTQ, telehealth, global health, etc.)

Composition: The Mentorship Committee should be 11-13 members. Residents are not recommended to serve on this committee.

Member Skills/Area of Emphasis: Members should have varying backgrounds in dermatology

Terms: Three (3) year terms from April 1 to March 31 the final year; renewable

Staff Liaison: Program & Administrative Manager, Ainsley Morley

Communications Council Committees

Editorial Committee

Purpose Statement: The Editorial Committee will oversee the production of the Women's Dermatologic Society's newsletter, which aims to support the organization by keeping members informed of WDS activities, highlighting member accomplishments, and aiding member retention and engagement through promotion of networking, mentorship, leadership and work-life balance.

Goals:

- Continue to create member focused sections and topics in the newsletter.
- Continue to assess readership: Review membership survey data on topics of interest and factors that influence the likelihood of reading the newsletter in order to increase readership and reach.
- Continue to create a monthly newsletter to increase engagement with readership.
- Continue to generate monthly physician-driven editorials.

Tasks:

1. Provide 1-2 editorial articles per committee member per year for publication.
2. Review monthly editorials and perform copy editing duties.
3. Review and approve additional committee documents including survey data, meeting minutes, and other committee specific projects throughout the year.

Requirement of Members: Members of the committee should be available for yearly conference calls and be available for 1-2 hours per month to conduct committee work via email. Each member is required to write or procure 1-2 editorial articles per year.

Composition: The Editorial Committee is a component of the Communication Council and should be made up of 10-12 members, Residents are permitted to serve on this committee.

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Member Skills/Area of Emphasis: Members of the committee should be familiar with ongoing WDS initiatives. Experience or interest in writing and editing editorial articles is highly recommended.

Terms: Three (3) year terms from April 1 to March 31 in the final year; renewable

Staff Liaison: Communications Manager, Katie Turyna

Media Relations Committee

Purpose Statement: The Media Relations Committee will oversee all communications between WDS and the media.

Goals:

- Work to create opportunities for WDS members to communicate with Media both locally and nationally about all issues related to dermatology on behalf of the WDS.
- With assistance from WDS staff, investigate and potentially organize an annual Virtual Media Day event.
- Identify opportunities to promote WDS both domestically and internationally to gain more recognition of the society.

Tasks:

1. Provide recommendations to organize an annual Virtual Media Day event.
2. Review press releases sent to the media.
3. Provide recommendations to build WDS Media Contact List.
4. Provide recommendations for additional media opportunities.
5. Review and approve additional committee documents including surveys, meeting minutes, and other committee-specific projects throughout the year.

Requirement of Members: Members of the committee should be available for yearly conference calls and be available for 1-2 hours per month to conduct committee work via email.

Composition: The Media Relations Committee should be comprised of at least six members who have previous media relations training and are able to represent WDS as needed to the media. Residents are not recommended to serve on this committee.

Member Skills/Area of Emphasis: Members of the committee should have previous media relations training

Terms: Three (3) year terms from April 1 to March 31 in the final year; renewable

Staff Liaison: Communications Manager, Katie Turyna

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Social Media Committee

Purpose Statement: The Social Media Committee holds responsibility for the content of the WDS social media platforms; including, but not limited to, Facebook, Twitter, Instagram, and LinkedIn. The WDS social media platforms help the community keep up to date on the events and opportunities the WDS is delivering, make members feel engaged in the WDS, address top issues for the membership, as well as, inform the community about events, functions, and accomplishments of its membership.

Goals:

- Create content which promotes the society and its members through ongoing weekly social media campaigns including Motivational Monday and Myth and Fact Friday.
- Create content which promotes the society and its members through ongoing monthly social media campaigns including Women's Wednesday, IJWD Feature, and Recommended Articles/News/Features.
- Create content which promotes the society and its members through additional social media campaigns during the year including Member Take Overs, WDS Event Coverage, Holidays, Awareness Days and Months, Graduation, and Match Day.
- Increase reach of all social posts through continuous engagement.

Composition: The Social Media Committee should be made up of at least 5 members. Residents are recommended for this committee.

Member Skills/Area of Emphasis: Members should be active on all platforms utilized by WDS, and demonstrate the knowledge of how to perform basic functions of said platform (i.e. like, share, retweet, follow, etc.).

Terms: Three (3) year terms from April 1 to March 31 in the final year; renewable

Staff Liaison: Communications Manager, Katie Turyna

Events & Networking Council Committees

Regional Networking Committee

Purpose Statement: The Regional Networking Committee seeks to represent and support members of the WDS throughout the country by organizing networking opportunities on a local scale. The committee provides the necessary tools to encourage networking, promote mentorship, create new opportunities for volunteers, and engage with current and prospective members on a local and regional level.

Goals:

- Help facilitate local, regional, and virtual gatherings to provide opportunities for networking and mentorship. These opportunities can be events held individually or held concurrently with other cities and regions.
- Hold at least one event (live or virtual) in each region per year.
- Hold 10 events per year.

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Tasks:

1. Promote upcoming events and networking opportunities.
 2. Encourage non-member attendees to join the WDS and promote the WDS locally.
 3. Members are strongly encouraged to host one event (virtual or live) in their region.
- Responsibilities include developing the program, inviting speakers, and promoting the event.

Composition: The Regional Networking Committee shall be composed of at least one member from each region. One resident representative will be a member of the committee. Corporate members are not recommended for this committee.

Member Skills/ Area of Emphasis: Members of the committee should have an interest in volunteering and mentorship.

Terms: Three (3) year terms from April 1 to March 31 in the final year; renewable

Staff Liaison: Meetings Manager, Maggie MacGillis

Events Committee

Purpose Statement: The Events Committee will determine speakers, content, and other programming details throughout the year at the various WDS events.

Goals:

- To execute successful programming for the various WDS events throughout the year including the Annual Meeting & Luncheon, and networking events at the ACMS, SID, ASDS and other meetings/events.

Composition:

- The Committee shall be split into smaller groups to plan each individual event.
- The Annual Meeting Committee should be made of 5-6 members, with at least 2 members living in the upcoming location of the Annual Meeting and at least 2 members from the next year's meeting location.
- The WDS Forum Committee should be made up of 6 members, with at least 1 member who assisted in the planning of the previous year's event.
- The ACMS, ASDS, SID and other Meeting Committees should be made up of 2-3 members, each who are planning to attend the respective event.

Member Skills/Area of Emphasis: none

Terms: One (1) year, renewable for two (2) additional years.

Staff Liaison: Meetings Manager, Maggie MacGillis

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Finance Council Committees

Fundraising & Philanthropic Activities Committee

Purpose Statement: To solicit funds to support the WDS Programs, Awards, and Career Development of the Society.

Composition: The Fundraising Committee should be made up of 7-9 members. Residents are not recommended for this committee.

Member Skills/Area of Emphasis: none

Terms: Three (3) year terms from April 1 to March 31 the final year; renewable

Staff Liaison: Executive Director, Kris Haskin

Finance & Investment Committee

Purpose Statement: (1) To provide guidance to the Board of Directors for the overall financial health and planning of the Society. (2) To recommend and monitor internal controls and safeguards to protect and grow the Society's assets. (3) To review and provide guidance to the Board of Directors on an annual budget for WDS. (4) To provide oversight to ensure capital expenditures and appropriations align with the long-term goals of the Society. (5) To oversee the organization, disposition, and investment of the monies of the Society, including donor-restricted and board-designated funds, for the optimal financial security and investment gains of the Society. (6) To proactively plan for modifications in investment instruments depending on the overall goals of the WDS.

Goals:

- To provide a summary assessment of the overall financial position of the Society to the Board of Directors on a biannual basis.
- To oversee and provide guidance for the annual budgeting process in collaboration with the Executive Director and Executive Committee with subsequent submission to the Board of Directors for approval.
- To monitor spending and review any significant (defined as greater than \$5,000 or at the discretion of the Executive Director if less than \$5,000) non-budgeted financial expenditures, making recommendations regarding these expenditures to the Board of Directors.
- To review and make recommendations to the Board of Directors regarding WDS revenue streams and expenditures and their alignment with the Society mission, goals, and strategic initiatives.
- To annually assess and update Society internal control processes and procedures, including a manual detailing financial/accounting procedures, in order to protect the assets of WDS and to ensure adherence to current accounting guidelines (Generally Accepted Accounting Principles), best practices, and Board policy.
- To annually review and recommend maintenance or revision of the Society's Budget Policy, Gift Acceptance Policy, Investment Policy, and Reserves Policy to the Board of Directors.
- To quarterly review investment reports as a Committee and biannually meet with the Investment Fund Company/Advisors to review the investment portfolio of the Society.
- To annually evaluate the Investment Fund Company/Advisors and provide recommendations to the Board regarding their continued service.

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- To facilitate an annual presentation by the Investment Fund Company/Advisors to the Board of Directors.
- To periodically, not less than every 4 years, reassess the investment risk tolerance of the Society and distribution of funds within the various investment instruments and also to consider other forms of investment for WDS.
- To review the Society's insurance coverage to ensure that its assets are appropriately protected.
- To regularly communicate the Committee's progress on projected targets to the Board of Directors.
- To annually evaluate the work of the Committee to optimize processes and refine goals.

Composition: The Finance & Investment Committee should be comprised of 5 or 7 members. Neither Corporate Members nor any member who is primarily employed by industry is eligible to serve on this committee. Resident members are not recommended for this committee.

Member Skills/Areas of Emphasis: Members should have financial knowledge regarding budgets, investment, and strategic financial planning.

Member Expectations: Members should be able to attend monthly committee meetings (1-2 hours/month) and perform work via email in a timely manner between meetings. Members shall disclose any concurrent service on the budget, finance, investment, and/or similar committees of all other professional associations. Any and all potential conflicts of interests are expected to be disclosed on an ongoing basis.

Terms: Three (3) year terms from April 1 to March 31 in the final year; renewable

Staff Liaison: Executive Director, Kris Haskin

Legacy Committee

Purpose Statement: The Mission of the Legacy Committee is to ensure the long-term financial stability of the WDS.

Goals:

- To work diligently and consistently to build the assets of the WDS Legacy Reserve Fund.
- To work synergistically with the Fundraising & Philanthropic Activities Committee to optimize the external sponsorship of WDS programs, events, and initiatives.
- To annually solicit philanthropic donations to the WDS Legacy Reserve Fund from individuals, groups, and corporations.
- To annually garner corporate/industry sponsorship of the Legacy Celebration Event.
- To create a 12-month timeline that encompasses all Legacy Committee planning, fundraising, communication (both internal and external) and administrative benchmarks and deadlines.
- To annually submit for approval to the Board of Directors a revenue-positive budget for the execution of the Legacy Celebration Event.
- To annually compose a Legacy Celebration Event Sub-Committee for the purpose of planning and executing the Legacy Celebration Event and to fundraise specifically around the Legacy Celebration Event honoree.
- To formalize the criteria and process for the selection of the Legacy Celebration Event Honoree.
- To annually select, utilizing the established criteria and process, and recommend to the Board

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- of Directors for approval the Honoree for the Legacy Celebration Event.
- To quarterly review itemized WDS Legacy Reserve Fund donation reports.
- To regularly review the WDS Legacy Reserve Fund performance reports.
- To provide a quarterly report of all Legacy Committee activities and initiatives to the Board of Directors.
- To participate in quarterly leadership meetings between the Legacy Committee Chair and Deputy Chair, the Treasurer, and Executive Director.
- To annually evaluate the work of the Committee to optimize processes and refine goals.

Composition: There shall be 7-9 members on the Legacy Committee. The composition of the Legacy Committee should consist of members who practice within different subspecialties of dermatology, who have demonstrated longstanding dedication to the Society and are actively engaged with WDS.

- Care should be made to have an active leadership pipeline of younger members involved in the Committee.
- The Legacy Celebration Event Sub-Committee should be composed of WDS members, in good standing, who are geographically local to the Event location as well as WDS members who have specific relationships with the Legacy Celebration Event honoree.
- The Fundraising & Philanthropic Activities Committee Chair will serve as a non-voting ex-officio member of the Legacy Committee.
- The outgoing Chair will serve as Advisor for a term of 1 year. Residents are not recommended to serve on this committee.

Member Skills/Areas of Emphasis: Members should have demonstrated longstanding dedication to the Society and be actively engaged with WDS through committee membership and/or participation in WDS events and service initiatives. Members should have familiarity with current and potential industry partners. Members should have and/or be willing to develop professional contacts with industry partner leaders and representatives.

Terms: Three-year terms from April 1 to March 31 of the final year. Terms are renewable and staggered, but will not exceed three consecutive terms. The term of Deputy Chair will be two years. Members will be appointed to the Legacy Committee by the WDS President-Elect pending approval by the WDS Board of Directors. The Legacy Celebration Event Sub-Committee members will be recommended by the Legacy Chair, appointed by the President and approved by the Board of Directors. Sub-Committee members will serve a term of 1 year.

Staff Liaisons: Meetings Manager, Maggie MacGillis; Executive Director, Kris Haskin

Governance Council Committees

Audit Committee

Purpose Statement: To conduct an independent review of the finances of the Society and to report the findings of this review to the Board of Directors at a designated board meeting.

Composition: The Audit Committee should be made up of 3-5 members. Residents are not recommended to serve on this committee.

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Member Skills/Area of Emphasis: more information to come.

Terms: Three (3) year terms from April 1 to March 31 the final year; renewable

Staff Liaison: Executive Director, Kris Haskin

Bylaws Committee

Purpose Statement: To provide guidance to the Board of Directors regarding the content of the WDS Bylaws based on legal requirements, nonprofit organization best practices, and the needs of the Society based on consideration of both internal and external factors.

Goals:

- To annually review and potentially make recommendations to the Board of Directors regarding amendment of the Bylaws based on federal and state regulations, the Society's articles of incorporation, nonprofit organization best practices, and the needs of the Society based on consideration of both internal and external factors.
- To review each motion for amendment of the Bylaws to determine its compliance with federal and state regulations as well as alignment with the Society's articles of incorporation and nonprofit organization best practices.
- To review each motion for amendment of the Bylaws and provide any necessary feedback regarding clarification of language and/or intent to the proposer of the amendment.
- To collaborate with WDS staff to ensure that revisions of the Bylaws are tracked and recorded accurately and appropriately (i.e. date of amendment, safekeeping of all versions of the Bylaws).
- To review and provide recommendation to the Board of Directors for the provision of information to the WDS Membership pertaining to proposed amendments of the Bylaws.
- To annually review and assess the WDS Administrative Regulations to ensure alignment with and no contraindication to the Bylaws and to potentially make recommendations to the Board of Directors regarding the findings of this review.

Composition: The Bylaws Committee should be comprised of 5 members. Corporate members are not eligible to serve on this committee. Residents are not recommended for this committee.

Member Skills/Area of Emphasis: Members should have previous experience serving on association Boards of Directors and/or committees including, but not limited to, Bylaws and other governance committees.

Terms: Three (3) year terms from April 1 to March 31 the final year; renewable

Staff Liaison: Executive Director, Kris Haskin

Ethics Committee

Purpose Statement: To review any issues of concern delegated to the committee by the Board of Directors or the Executive Committee. To assist with ethical dilemmas or discussion of concerns related to membership. To apprise the Executive Committee of any ethical matters that may affect the operations of the WDS.

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Goals:

- Explore platforms, expansion, and utilization of the Ethics Committee.
- Formalize how to submit an issue to the Ethics Committee.
- Value the highest ethical standards.

Composition: The Ethics Committee should be made up of 5 members. Residents are not recommended to serve on this committee.

Member Skills/Area of Emphasis: more information to come.

Terms: Three (3) year terms from April 1 to March 31 the final year; renewable

Staff Liaison: Executive Director, Kris Haskin

Organizational Structure Committee

Purpose Statement: WDS established councils and committees to support and carry out the work of the overall mission of the society. The Organizational Structure Committee is responsible for reviewing on an annual basis the effectiveness and composition of each council and committee and make recommendations to the Board of Directors for any amendments to the current structure.

Goals:

- Annually review each committee's purpose statement and goals to ensure they are aligned and evolving with the overall mission and strategic plan of the society.
- Maintain and annually update the "Committee Reference Manual."
- Survey Committee and Council Engagement and report findings to the Board of Directors.
 - Develop and administer surveys for annual completion by board liaison/deputy board liaison committee chairs/deputy chairs, and committee members.
 - Analyze and summarize findings of committee council metrics and member responses to the Board of Directors.
- Develop a reporting mechanism to reflect committee engagement and work progress.

Composition: The Organizational Structure Committee should be made up of 5 members, including the Chair. The Vice President will serve as the Chair of the Organizational Structure Committee for 1 year followed by a 1-year term as a non-voting Advisor. Residents may participate on the committee. Corporate members are not recommended.

Member Skills/Area of Emphasis: Members are encouraged to have an interest in organizational structure.

Terms: Three (3) year terms from April 1 to March 31 in the final year; renewable

Staff Liaison: Program & Administrative Manager, Ainsley Morley

IJWD (International Journal of Women's Dermatology) Governance Committee

Purpose Statement: The IJWD has two primary functions: (1) To provide governance and oversight of the International Journal of Women's Dermatology (henceforth referred to as the Journal) and (2) To ensure responsible financial management of the Journal.

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Goals:

- To review and make recommendations to the Board regarding Journal governance and processes in keeping with best practices of medical and scientific journals.
 - To ensure processes are established and followed in keeping with guidances and recommendations of the Committee on Publication Ethics (COPE), the International Committee of Medical Journal Editors (ICMJE) and the Council of Science Editors (CSE) for conduct, reporting, editing and publication of scholarly work in medical journals.
 - To evaluate and make recommendations for processes for evaluating, selecting, reviewing, editing and posting publications.
 - To monitor the annual disclosure of conflicts of interest by editors, reviewers, and authors.
- To help ensure editorial independence for the Journal while fulfilling the Society's mission.
- To adjudicate conflicts between the Society and the editors of the Journal.
- To serve as the ombudsman for complaints regarding ethical conduct of editors, reviewers and authors, and violations of COPE, ICMJE or CSE recommendations.
- To provide counsel to the Chief Editor(s) as needed; the Chief Editor(s) shall be free to consult the Committee at any time.
- To assess publications when legal concerns for the Journal or Society are raised.
- To conduct the selection of Chief Editor(s) and Deputy Editor (if position is filled).
 - To solicit and interview candidates for Chief Editor.
 - To recommend to the Board a candidate for Chief Editor.
 - To solicit and interview candidates for Deputy Editor.
 - To recommend to the Board a candidate for Deputy Editor.
 - To ensure adequate training for Chief and Deputy Editors.
- To establish and implement criteria for the annual evaluation of the Chief Editor(s) and Deputy Editor.
 - To solicit feedback and input on the Chief Editor(s) from the IJWD editorial board, editorial staff and WDS staff.
 - To solicit feedback and input on the Deputy Editor from the IJWD editorial board, editorial staff and WDS staff.
- To recommend, with sole authority and in consultation with the editors of at least two other journals, the dismissal of the Chief Editor(s) with cause.
- To recommend, with sole authority, and in consultation with the Chief Editor(s), the dismissal of the Deputy Editor with cause.
- To negotiate and recommend a publishing contract to the WDS Board of Directors for approval.
- To annually review and assess the financial status of the Journal.
- To make recommendations to the Board regarding revenue generation, contract modification and other financial matters of the Journal.

Composition: The committee will be made up of five members, one of which will be the Treasurer of the WDS who serves as an ad-hoc ex-officio voting member. It is preferred that other members not serve concomitantly on the WDS Board of Directors. One member of the committee can be a former editor of a dermatology journal or a former or current editor of a medical journal outside of dermatology and need not be a member of WDS. Members of the IJWD Editorial Board cannot serve on the committee concurrently. The Chief Editor of the Journal is not a member of the Committee but is invited periodically to meetings to provide Journal status updates and to identify issues and concerns regarding the Journal, journal processes, editorial staff and/or relationship with the Society.

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Member Skills/Areas of Emphasis: Members should have scientific, editorial, journal management, peer-to-peer reviewing, and publication and/or business experience.

Terms: Member terms are for 3 years, from April 1 to March 31 of the final year. There can be one consecutive term reappointment. The Committee Chair is selected by the committee from among members of the committee who have served at least one year, excluding the Treasurer who cannot serve as Chair. Chair criteria should include a demonstrated understanding of committee responsibilities and medical journal governance, oversight and ethics informed by COPE (Committee on Publication Ethics) guidelines. The Chair serves one 3-year term.

Staff Liaison: Kris Haskin, Executive Director

Service & Education Council Committees

Academic Dermatology Committee

Purpose Statement: The Academic Dermatology committee supports the academic careers and interests of residents, fellows, early-, mid-, and late-career dermatologists through mentoring and other resources, as well as collaborations with other WDS committees. The committee supports both those in academic practice and those with academic interests to promote issues of particular importance to women pursuing careers in academic dermatology.

Goals:

- Identify and address needs and concerns among women in academic dermatology.

Tasks:

1. Publish quarterly “Dear WDS” letter to anonymously address a question or concern raised by a WDS member in need of advice or support.
2. Consider holding a panel event on an issue of concern to WDS members.
3. Regularly review research requests and facilitate distribution of survey-based research studies as dictated by the WDS Survey and Research policy.

Requirements of Members: Members should be available by email for committee work and quarterly for conference calls. Additional work may be required depending on the number of collaborations ongoing with other WDS committees or primary projects of the committee.

Composition: The Academic Dermatology committee should be made up of at least 7 members with academic careers or interests. Residents and international members may participate on the committee. Corporate members are not recommended.

Members Skills / Area of Emphasis: Members may include those employed directly by academic medical centers or those in private practice with academic affiliations or who engage in research or teaching.

Terms: Three (3) year terms from April 1 to March 31, in the final year; renewable

Councils & Committees – Additional Committees & Task Forces

Staff Liaison: Program and Administrative Manager, Ainsley Morley

Practice Advisory Committee

Purpose Statement: The Practice Advisory Committee supports the WDS members at any stage of their career looking to manage or start their own practice by offering resources on navigating the practice environment.

Goals:

- Determine topics relevant and useful to the membership on navigating the practice environment through surveys and ongoing feedback.
- Create practice management focused articles called PAC Pearls to be promoted on the WDS Blog and on social media.
- Transition the PAC Pearl format beyond articles to feature virtual panel discussions with interactive networking that highlights practice management topics and provides the opportunity for the membership to connect personally.

Tasks:

1. Provide content for 6-10 monthly PAC Pearls collected from the committee per year.
2. Provide content for 1-2 PAC Pearls from individual committee members per year.
3. Review and approve monthly PAC Pearls and perform copy editing duties.
4. Review and approve additional committee documents including surveys, meeting minutes, and other committee specific projects throughout the year.

Composition: The Practice Advisory Committee should be made up of at least 6 members.

Member Skills/Area of Emphasis: Members should be involved in the practice environment. Experience or interest in writing and editing articles is highly recommended.

Terms: Three (3) year terms from April 1 to March 31 in the final year; renewable

Staff Liaison: Communications Manager, Katie Turyna

Community Service & Public Education Committee

Purpose Statement: The Community Service & Public Education Committee supports members in their service and outreach efforts by providing resources and materials for events. The committee plans and implements new service programs and initiatives.

Goals:

- Create turnkey events and materials for the Play Safe in the Sun, Coast-2-Coast and Women's Shelter Initiative programs.
 - Will aim to have 2-3 Play Safe in the Sun Events per year, pending budget, and 5 Coast-2-Coast and Women's Shelter Initiative events.
 - Create shared drive for all service-related content and detailed "How-To" Documents for each of the three main service events to help facilitate member participation and streamline participation.
- Integrate with the Regional Networking Committee.

Councils & Committees – Additional Committees & Task Forces

- Create a collaborative relationship between the Regional Networking Committee and Community Service & Public Education Committee to facilitate regional service events that help to connect members in geographic regions while expanding WDS's service outreach initiative. Goal to engage the Regional Networking Committee on 50% of events this year.
- Create and implement new outreach/educational programs and maintain relevancy of existing programs.
 - Expand outreach to target the whole health of women in our communities through the expansion of our target audience and creation of 3 new presentations focusing on areas of "whole health of women."
 - Review and update existing presentations to ensure they remain relevant and accurate.
- Track members' participation in Play Safe in the Sun events, Coast-2-Coast events and TIPP events and these events' impact. Use the participation record to identify and recognize outstanding commitment to WDS service outreach through committee nomination of a WDS member for Volunteer of the Year.

Composition: The Community Service & Public Education Committee should be made up of 8-10 physician member (resident physicians are eligible and encouraged) with a goal to include committee members from all of the major regions of the United States corresponding to the WDS Regional Networking Committee.

Member Skills/Area of Emphasis: Members should exhibit a commitment to community service and be familiar with the WDS service programs as evidenced by their participation in at least 1 national WDS service initiative.

Terms: Three (3) year terms from April 1 to March 31 in the final year; renewable

Staff Liaison: Program & Administrative Manager, Ainsley Morley

Educational Programming

Purpose Statement: To provide expert guidance on educational offerings and to develop dermatologist-led, mission-centered, diverse educational programs for WDS members and a broader audience.

Goals:

- To identify the educational needs of dermatology member trainees and member physicians.
- To provide easily accessible educational opportunities to members.
- To lead and/or participate in the development of educational programs and activities that highlight women in dermatology.
- To develop a curricular (or topic) outline for categorizing WDS educational offerings.
- To be a resource for and to promote the expertise of WDS in subjects relevant to women, women in dermatology, women's dermatologic health, leadership and mentoring.
- To investigate and evaluate funding opportunities from foundation, institution and industry sources for educational programs and activities in coordination with the WDS Finance Council and its committees.
- To critically evaluate proposals for educational programs and activities.
- Analyze member feedback from the educational program portion of the Forum and provide this information and feedback to the BOD and next year's Forum Committee.

Councils & Committees – Additional Committees & Task Forces

Tasks:

1. To continue the Resident Education Series with the goal of two educational events per month.
2. To provide to the BOD, metrics for the Resident Education Series to include topics, audience participation (live, taped views) and the plan for addressing content gaps identified in the program to date.
3. To propose to the BOD, a draft survey of member education needs survey.
4. To establish a process for evaluating internal and external requests and proposals for education programs.
5. To create a plan for an ongoing process of exploring grant funding from private sources, foundations, government, institutions and industry, and define the committee's role in the process.

Composition: The committee shall consist of between 5-7 members who have teaching interest and expertise.

Member Skills/Area of Emphasis: more to come

Terms: Three (3) year terms from April 1 to March 31 in the final year; renewable

Staff Liaison: Meetings Manager, Maggie MacGillis

Membership Council Committees

Diversity, Equity & Inclusion Committee

Purpose Statement: To cultivate diversity, equity, and inclusion within dermatology through the creation of educational experiences, scholarly opportunities, and collegial support.

Short-term goals:

- Increase the number of diversity panels to 4/year with expanded focus on topics relevant to under-represented groups (URGs)* in dermatology (may include panels, educational programs, etc).
- Revise fellowship grant criteria to be more responsive to “distance traveled” **
- Increase the number of summer fellowship grants to 11/year (for both medical students and residents) .
- Highlight the importance of the summer fellowship grant at the AAD Diversity Champion Workshop and encourage Program Directors and Chairs to participate as mentors to applicants for the grant.
- In collaboration with the Academic Dermatology Committee, apply for an propose a new mentorship program for UIM (Underrepresented in Medicine) *** medical students, investigating the possibility of obtaining funding for UIM mentees to present at a meeting or publish a manuscript.

Long-term goals:

- Create tab on WDS website for resources on diversity, equity, and inclusion.
- Assist WDS leadership in promoting diversity throughout the WDS organizational structure.
- Support career trajectory of dermatologists and trainees for URGs.
- Increase awareness surrounding diversity, equity, and inclusion within the WDS membership.

Councils & Committees – Additional Committees & Task Forces

Composition: The Diversity, Equity & Inclusion committee should be composed of 8-10 members of the WDS, including two Chairs, and up to four resident members. Diversity in geography, age, and specialty interest (e.g., dermatopathology, dermatologic surgery, medical dermatology, private practice, academic dermatology), should also be sought

Member Skills/Area of Emphasis: Ideally members should have expressed interest in and/or demonstrated previous work and expertise in the area of diversity, equity, and inclusion on the WDS “Committee Interest Form”

Terms: Three (3) year terms from April 1 to March 31 in the final year; renewable

Staff Liaison: Membership Manager, Mary Baierl

*Under-represented groups (URGs) includes under-represented ethnic or racial minorities, women, LGBTQ, first-generation college, people with disabilities, and people from underprivileged backgrounds.

**The term “distance traveled” represents a measure by which to assess where/how far an applicant has come from to get to where she/he is now. The concept of distance traveled takes into account any hardships or obstacles endured by the applicants for which they had to demonstrate perseverance and persistence to overcome. Often overlooked in traditional application review processes, this metric has been shown to be a common theme among the profiles of UIM applicants. Utilization of this criterion, along with others, may create a more diverse applicant pool. The committee will employ holistic review of applications to assess cultural and structural barriers, which may impose a more difficult path to matriculation into medical careers.

***The DEI Committee is using the AAMC definition of underrepresented in medicine (UIM).

The AAMC defines “underrepresented in medicine” as:
those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population.

Using this definition, UIM groups currently include those who identify as African Americans and/or Black, Hispanic/Latino, Native American (American Indians, Alaska Natives, and Native Hawaiians), Pacific Islander, and mainland Puerto Rican. The definition also refers to those who come from disadvantaged backgrounds.

Membership Committee

Purpose Statement: The Membership committee is responsible for the review and evaluation of all properly filed applications for membership to the Society as well as to report the results of this review to the Board of Directors for their approval. The WDS Membership Committee focuses on retaining and stimulating membership growth overall.

Goals:

- Review, streamline, and simplify membership categories and verbiage for consistency and clarity (benefits and privileges- voting, holding office, committee membership) during the 2021-22 membership year.
- Review benefits of membership and create added value during the 2021-22 membership year.

Councils & Committees – Additional Committees & Task Forces

- Review steps taken to retain members who have not paid dues and improve retention by creation of survey/vehicle to find out why member did not renew.

Strategic Plan Priorities:

1. Increase membership of dermatologists in the US
 - a. The average increase of US members over the past three years has been 6%. Our metric for success will be maintaining the 6% increase.
2. Retaining Resident Members
 - a. From 2020-2021, retention rate of resident/fellow (free) members was 63%. Our goal is to increase retention to 69% in 2021-22.

Composition: The Committee shall be made up of 5–7 members with an odd number for voting on applicants.

Member Skills/Area of Emphasis: Members should become familiar with the WDS membership category types and their rights.

Terms: Three (3) year terms from April 1 to March 31 in the final year; renewable

Staff Liaison: Membership Manager, Mary Baierl

International Sections Committee

Purpose Statement: The International Sections Committee holds responsibility to increase our understanding and appreciation of the role of dermatologists in all countries, and to foster networking and an exchange of ideas amongst dermatologists at an international level.

Goals:

- Select each year the International Travel Awardees and review the support and criteria for these awards.
- Facilitate at least one international networking event per year in another part of the world outside of the US and Canada.
- Grow the numbers of the WDS International members in all membership categories.
- Create updated WDS Chapter Section information content to be shared on the WDS website.
- Encourage WDS sections to raise funds for scholarships for their chosen WDS candidate to attend the AAD and WDS Annual Meetings.

Composition: The International Sections Committee must be an odd number for voting purposes. 9 to 13 members is recommended. Members should be from a variety of countries with no more than 1 representative from each individual country.

Member Skills/Area of Emphasis: none

Terms: Three (3) year terms from April 1 to March 31 the final year; renewable

Staff Liaison: Membership Manager, Mary Baierl

Councils & Committees – Additional Committees & Task Forces

Residents, Fellows & Young Physicians Committee

Purpose Statements: The Residents, Fellows, & Young Physician Committee represents the interests of young physician members of the WDS by creating and promoting relevant resources, which include career guidance, mentorship, and networking.

Goals:

- Identify avenues for increased distribution and awareness of the WDS Webinar series featuring advice from senior members to young physicians.
- Provide members with a quarterly newsletter highlighting WDS resources, events, and opportunities relevant to young members .
- Provide career guidance through quarterly column in WDS YPC newsletter and webinar series .
- Increase engagement of young physicians within WDS through awareness of regional, national, and international events, as well as WDS programming.
- Create and maintain active communication among resident liaisons in all dermatology residency programs in North America.
- Reach out to residents, fellows, young physicians, and/or new members to increase awareness of WDS membership benefits and support member retention of young members.
- Promote above stated goals within the WDS, relevant to young physicians (including trainees and those within 8 years of completion of residency/fellowship).

Tasks:

1. Create subgroups on an annual basis for work with Resident Liaisons, for completion of the Quarterly Newsletter and for Project Brainstorming.
2. Monitor Young Physician participation through committee connections and resident liaison guests on calls to provide input.
3. Maintain the resident liaison representatives from ACGME-accredited programs on a yearly basis by working with current resident liaisons to coordinate a succession plan for each residency program.
4. Engage resident liaisons to encourage participation in WDS events and offerings.

Composition: The Residents, Fellows, & Young Physician Committee should be made up of 12-14 members. Members should be a resident, fellow, or young physician who have been in practice for 8 years or less.

Requirements of Members: Members of the Committee should be available for quarterly conference calls and be available for 1-2 hours of committee work per month via email or conference call within a subgroup spread throughout the course of the year.

Member Skills/Area of Emphasis: Members of the Committee should be residents, fellows and other young physicians 8 years out from their education.

Terms: Three (3) year terms from April 1 to March 31 in the final year; renewable

Staff Liaison: Membership Manager, Mary Baierl

WDS 2019-2022 Strategic Plan

Please view the 2019-22 Strategic Plan on the WDS website.

<https://www.womensderm.org/about-wds/strategic-plan>

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