



Councils & Committees

2018-2019 Reference Manual

Councils & Committees

2018-2019 Reference Manual

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About the 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, and public education and communication initiatives.

Mission Statement

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

Vision Statement

The Women's Dermatologic Society is committed to promoting the dermatologic health of women and their families in our communities and globally.

Wilma F. Bergfeld, MD – WDS Founding President

One day as young staff at the Cleveland Clinic, I was riding in the elevator with a senior physician. We were exchanging pleasantries when he abruptly said, “You know, the Board of Governors thought of putting you on one of its committees, but we decided that because you are married and have two children you should be home with your family.”

As vivid as that remark still is, some 40 years later, I wouldn’t say it ignited a fire. Rather, it smoldered for several years until the time that Walter Shelley -looking over an AAD annual meeting program – noted the dearth of women in key roles. He suggested to Miriam Reed that she assemble the women dermatologists to discuss their minor participation in the meeting and perhaps the need for a women’s society.

The first gathering, of about 60 women, took place at an AAD meeting more than 35 years ago. Up to that point several of us had been getting together at annual teas hosted by senior female dermatologists, but on that day Miriam challenged the women to do something about their meager visibility, lack of leadership positions and minimal faculty appointments at the annual meeting. Several women responded that it would be detrimental to form a society because our male colleagues would feel threatened and we would stir a backlash. These women were already well connected and did not need a helping hand.

That’s when the smoldering fire became a blaze. “How can you say that?” I demanded. “Have you counted the number of women presenting at this meeting? We are so few that we meet and talk to each other only in the bathroom. Do you even know the woman sitting next to you?”

There was a buzz in the room. A fervor. That day, the Women’s Dermatologic Society was formed – and because I had been an outspoken advocate, I had no escape from being tapped as the first president.

One of my first acts was forming a board of stellar leaders, which included Walter Shelley, with the intent of positioning women dermatologists more prominently at the annual AAD meeting. I arranged a meeting with Brad Claxton, the Academy’s executive director, to get his advice, and in one year we increased our participation by more than 30 percent – leading to expanded participation ever since.

Consistently, we have made other strides. After several luncheon meetings that we paid for ourselves, we successfully approached pharmaceutical companies about sponsoring the popular Annual Luncheon we held each Sunday of the Academy meeting. Around the same time, the WDS leadership noted several pharmaceutical displays that degraded women. One large display portrayed a nude woman stepping out of a pond. Our outcry had an immediate effect on future meeting exhibits.

Despite the progress the WDS was making, no one really wanted to take over the leadership reins, so I served as president for seven years. Meanwhile, my husband, a surgeon, warned me

Wilma F. Bergfeld, MD – WDS Founding President

that my actions could be unpopular and that “they are gonna get you,” meaning the men, of course. I told him that I had to do this and that I was willing to risk the consequences. The flame from the elevator remark was still lit.

In time, and with gradual, non-threatening activities, the WDS expanded from networking to leadership training, mentoring and outreach – always incorporating women’s and family issues as our niche. And since the beginning, men have served on our board while their membership has steadily grown. Their presence and advice have helped propel our success.

As we grew, I was frequently asked to submit names of women to serve on AAD committees, government and industry committees, and advisory boards. I selected women who were highly capable and would be at the table for the discussion. Because of my position, I never submitted my own name. Then one time a government recruiter filling the Cosmetic Ingredient Review panel scanned my list and said, “How about you? You’re not on the list and I want you.” That resulted in my going to Washington to meet with preeminent toxicologists and other scientists to investigate the safety of chemical ingredients in cosmetics. I have now served on the panel over 38 years – more than 20 as chair. So an extraordinarily rewarding dimension was added to my own career because of the WDS.

As I reflect on those embryonic years, I have to laugh at our initial board meetings, which were frenetic, purposeful and passionate. Most of the clerical work was done by the secretary and president. Today, as we approach 2,000 members, we employ a full-time executive and administrative team to support our complex organization. With each leadership team and president, the WDS has matured, and many of our activities serve as models for other dermatology and physician groups. Our achievements are far beyond anything that I could have imagined. Congratulations, WDS!

A founding president of any organization can easily get too much credit. I happened to be in the right place at the right time with the passion to make a difference. Moreover, devotion to WDS has hardly been a selfless act. When you team up with your WDS peers on a project, bonding, networking and friendships result. To this day, I leave each large or small meeting feeling inspired by the fire and purpose expressed by our members – a fire to realize their own potential while giving all they can to their families, their patients, their communities... and WDS.

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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, as well as, appointment and operating procedures of Committees.

- All members who participate in the WDS Council and Committee structure are responsible for reading, signing, and complying with the Confidentiality and Responsibility Agreement.
- All members who participate in the WDS Council and Committee structure are responsible for attending Committee meetings as designated by each Council/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 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 participation for committee meetings. If a committee member misses three or more meetings of the committee (face-to-face, conference call, or electronic), that member may be asked to step down from the committee.

Compliance

Should a member become non-compliant due to lack of participation or violation of Confidentiality and Responsibility Agreement, 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

Confidentiality

**Women's Dermatologic Society
Committee and Task Force Members'
Confidentiality and Responsibility Agreement**

Members of the Board of Directors, Committees and Task Forces shall keep all WDS records and proceedings confidential unless specifically authorized by the President.

As a member of a Women's Dermatologic Society (WDS) Council/Committee/Task Force, I agree to keep all WDS records and proceedings confidential unless specifically authorized by the President, and to follow-through with the committee member responsibilities upheld by the Society.

Name: _____

Committee/Task Force: _____

Signed: _____

Date: _____

Fundamentals of Participation

Conference Call Guidelines

The majority of the Committees' work is done via conference call. Guidelines for optimizing meetings conducted via 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 conference call participation.

2. Prior to the call, each member should review the agenda and supporting materials.

The conference call number and access pin should be handy in order to facilitate timely access to the call. Timeliness for all members is essential to ensuring that committee business can begin in a timely fashion. Please communicate directly with the staff liaison and Committee Chair if your plans for conference call participation change at any time. 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 phone when not speaking.

To help avoid distracting sounds, conversations, or noises that are not applicable to the conference call.

4. Prior to speaking during the call, each member should state his/her name as a means of identification/introduction.

Identification of each speaker by name can help to provide context for comments and discussion.

5. Before speaking, each member should wait for the previous person to finish talking.

Given the lack of visual cues, multiple individuals may talk simultaneously during conference calls. Members may try to minimize this by waiting for a pause in the discussion before starting to speak. When multiple individuals do speak simultaneously, the Chair should strive to recognize all parties and designate an order for participation/contribution.

6. Each member is expected to focus his/her entire attention completely on the conference call for its full duration.

When you call in to a conference call there are a million distractions in front of you: emails in your inbox, coworkers asking questions, work piling up on your desk, office chat programs, etc.

7. If calling from a cell phone, please strive to have good cell reception.

Please discreetly notify the Committee Chair if you lose service/drop the call when are actively speaking and need to regain access.

Since life is too short to be serious all the time, we recommend watching the following video:

"A Conference Call in Real Life" - Tripp and Tyler

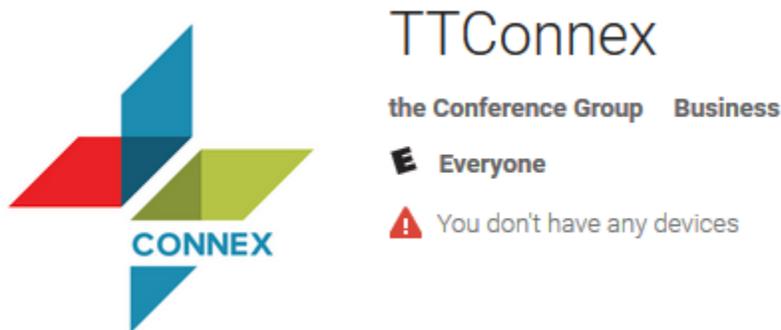
https://www.youtube.com/watch?time_continue=4&v=DYu_bGbZiiQ

Fundamentals of Participation

Conference Call Phone App

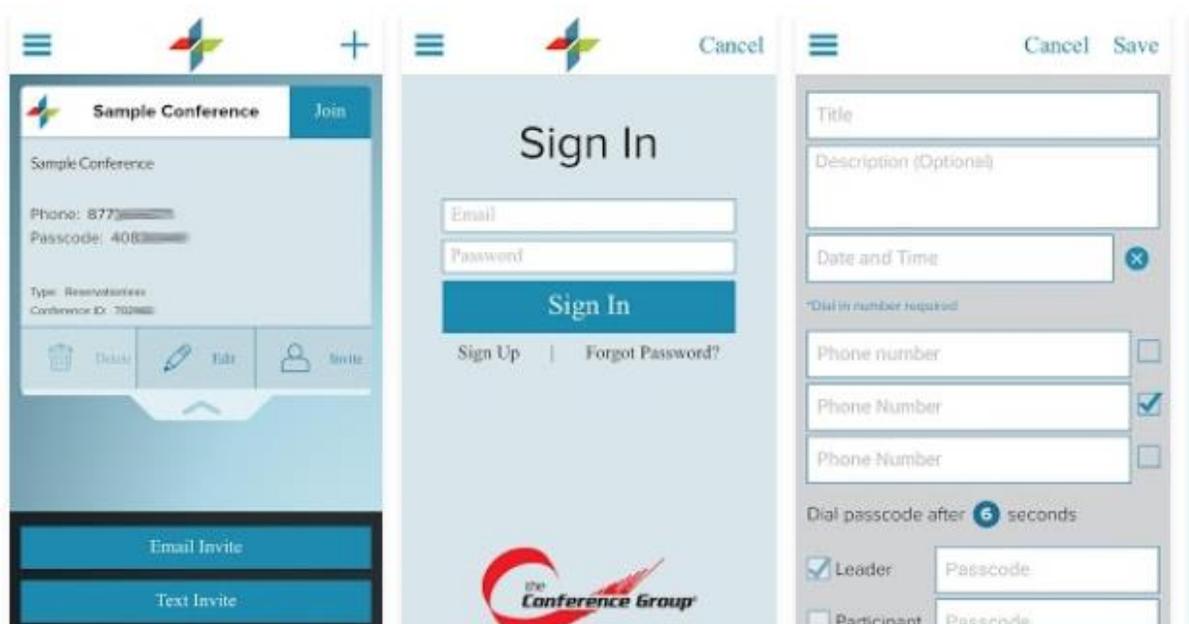
There is an app available for the conference group, should you wish to download it and save the call in numbers for easy access.

Download the Ttconnex app from the Conference Group – This app is available for both apple and android users.



You will be able to set up multiple conference groups, and can set title, date, and time if you desire.

When adding the passcode, be sure to NOT include the pound sign (#) after the code, it will be added automatically.



Fundamentals of Participation

Robert's Rules of Order-Summary Version

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's 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. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed 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. Officers reports.
5. Committee 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 moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

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

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, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.

Fundamentals of Participation

4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

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

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.

Fundamentals of Participation

2. By Roll Call -- Each member answers "yes" or "no" as his 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 Chairman says, "if there is no objection ...". The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, 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 "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

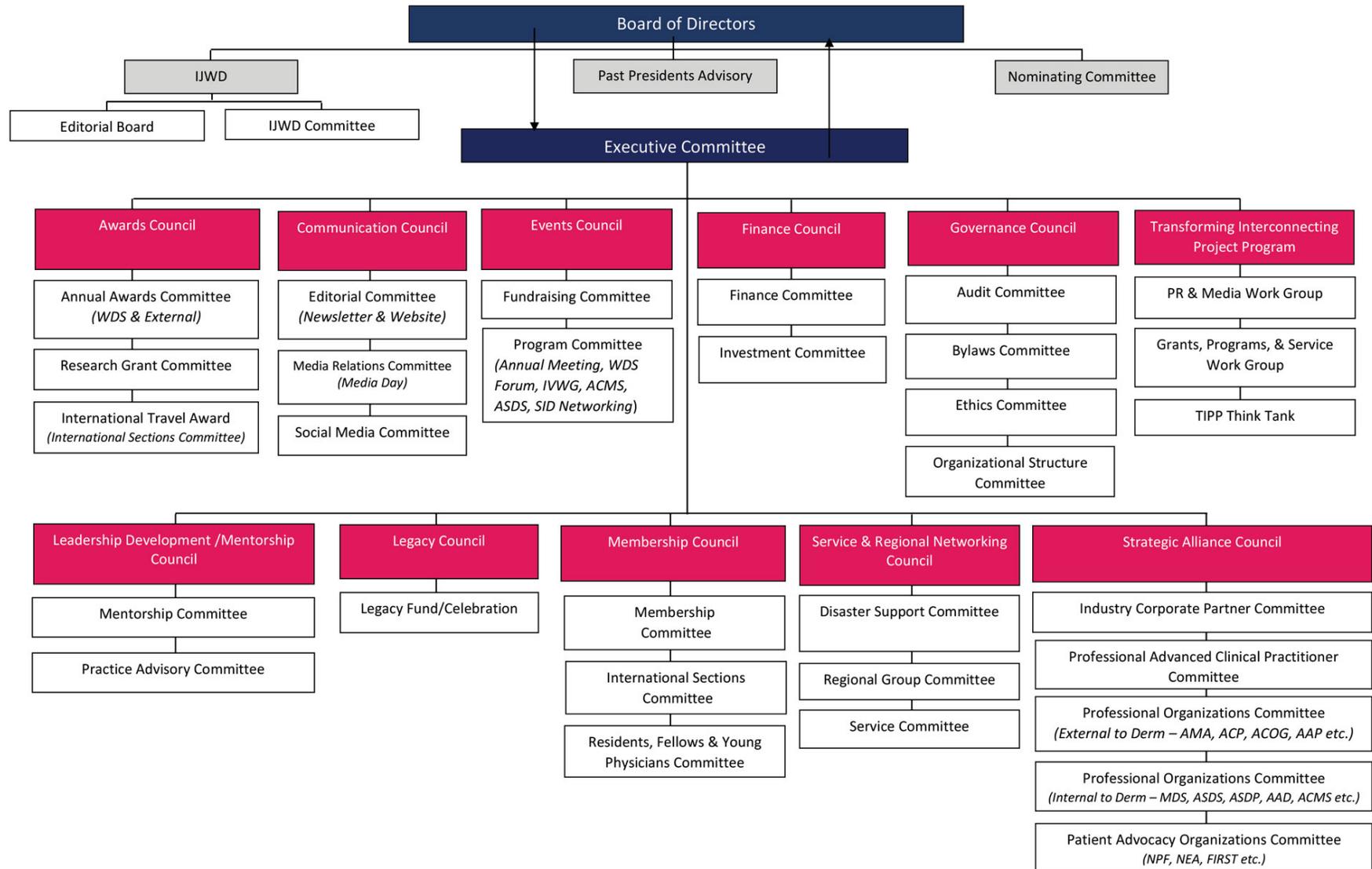
Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

Taken from: <https://robertsrules.org/>
Visit their website for additional information.

WDS Organizational Chart



WDS Organizational Chart

Council & Committee Listing

If you would like to review a Council or Committee in detail, you can click on the council/committee name and it will link to the appropriate area within the document.

- Awards Council
 - Annual Awards
 - Research Grant
 - International Travel Award

- Communications Council
 - Editorial
 - Media Relations
 - Social Media

- Events Council
 - Fundraising
 - Program

- Finance Council
 - Finance
 - Investment

- Governance Council
 - Audit
 - Bylaws
 - Ethics
 - Organizational Structure

- TIPP Council
 - PR & Media Relations Work Group
 - Grants, Programs & Service Work Group
 - Tipp Think Tank

- Leadership Development & Mentorship Council
 - Mentorship
 - Practice Advisory

- Legacy Council
 - Legacy Fund/Celebration

WDS Organizational Chart

- Membership Council
 - Membership
 - International Sections
 - Residents, Fellows, and Young Physicians

- Service & Regional Networking Council
 - Disaster Support
 - Regional Group
 - Service

- Strategic Alliance Council
 - Industry Corporate Partner
 - Professional Advanced Clinical Practitioner
 - Professional Organizations (External to Dermatology)
 - Professional Organizations (Internal to Dermatology)
 - Patient Advocacy Organizations

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

- Nominating Committee
- Past President Advisory Committee
- IJWD Council
 - Editorial
 - IJWD Committee
 - Publication Award Task Force

Councils & Committees General Purpose

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, and composition, as well as appointment and operating procedures of Committees.

Council & Committee Listing

- Awards Council (Committees: Annual Awards (WDS & External), Research Grant, and International Travel Award)
- Communications Council (Committees: Editorial, Media Relations, and Social Media)
- Events Council (Committees: Fundraising and Program)
- Finance Council (Committees: Finance and Investment)
- Governance Council (Committees: Audit, Bylaws, Ethics, and Organizational Structure)
- Integrative Dermatology for the Total Woman Council (Committees: PR & Media Relations Work Group, Grants, Programs & Service Work Group, Integrative Dermatology Think Tank)
- Leadership Development & Mentorship Council (Committees: Mentorship and Practice Advisory)
- Legacy Council (Committees: Legacy Fund/Celebration)
- Membership Council (Committees: Membership; International Sections; and Residents, Fellows, and Young Physicians)
- Service & Regional Networking Council (Committees: Disaster Support, Service, and Regional Group)
- Strategic Alliance Council (Committees: Industry Corporate Partner, Professional Advanced Clinical Practitioner, Professional Organizations (External to Dermatology), Professional Organizations (Internal to Dermatology), Patient Advocacy Organizations)

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

- Nominating Committee
- Past President Advisory Committee
- IJWD (Editorial Board, IJWD Committee, and Publication Award Task Force)

Councils & Committees – Responsibilities & Objectives

Council Chair

Council Chair Appointments

- Must be WDS members in good standing.
- The President-elect appoints the Deputy Council Chairs. The Deputy Council Chair will progress to Council Chair within the same Council.
- Chairs are current Board of Director members. The progression of Board of Director Members will be as follows:
 - 1st Year Board of Director Member: No appointment
 - 2nd Year Board of Director Member: Appointed as a Deputy Council Chair
 - 3rd & 4th Year Board of Director Member: Appointed as Council Chair
 - The Treasurer is the Council Chair of the Finance Council
 - The Secretary is the Council Chair of the Governance Council
 - The Vice President will oversee all the Councils

Objectives of Council Chairs

- 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, creating both a matrixed council and facilitating work between councils.

Council Chair Responsibilities

- Provide open communication for the committees with the WDS Board of Directors.
- Obtain from the Committee Chair a list of proposed goals/activities for the year and ensure they align with the WDS Strategic Plan.
- Ensure the Committee Chair understands your role; Council Chairs serve in advisory and communication roles.
- Advise and assist committees who need to communicate with other councils, other committees or the Board of Directors. Request/communicate to the President and Executive Director when a Committee has an Agenda item that requires approval from the Board of Directors.
- Ask the committee chair to send you reports and/or budget requests prior to submission to the Board of Directors.
- Review all proposed agenda items for the Board and have appropriate background information from committee prior to the Board of Directors meeting. Committee chairs should send any supporting materials to be included with the agenda item to the Executive Director no later than four weeks prior to the scheduled Board Meeting.
- Present agenda items at Board meetings and lead the discussion.
- Report back to the committee 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

Councils & Committees – Responsibilities & Objectives

outlining any discussion and action items from the Board meeting that impacts Committees.

- Be aware of any potential downfall within committees such as inactive committee members, stalled projects or committee dysfunction.
- Include the Deputy Council Chair on communications with the Committee Chair level so that they are kept updated on activities. The Deputy Council Chair should be ready to assist or share duties of the Council Chair as needed.
- Participate in committee activities in an advisory capacity:
 - The Council Chair should actively reach out to help the committee to be productive.
 - The Council Chair 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 with committee chairs in the WDS center at the WDS Annual Meeting in spring.
 - Ensure Committee Chairs submit their Board Reports for the winter/spring in-person Board of Directors meeting.

Deputy Council Chair

Deputy Council Chair Appointments

- Must be WDS members in good standing.
- The President-elect appoints the Deputy Council Chairs. The Deputy Council Chair will progress to Council Chair within the same Council.
- Chairs are current Board of Director members. The progression of Board of Director Members will be as follows:
 - 1st Year Board of Director Member: No appointment
 - 2nd Year Board of Director Member: Appointed as a Deputy Council Chair
 - 3rd & 4th Year Board of Director Member: Appointed as Council Chair
 - The Treasurer is the Council Chair of the Finance Council
 - The Secretary is the Council Chair of the Governance Council
 - The Vice President will oversee all the Councils

Objectives of Deputy Council Chairs

- To improve communication between the Board of Directors and Committees within WDS.

Councils & Committees – Responsibilities & Objectives

- 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, creating both a matrixed council and facilitating work between councils.

Deputy Council Chair Responsibilities

- Provide support to the Council Chair and offer assistance with fulfilling his/her responsibilities.

Committee Chair

Committee Chair Appointments

- Must be WDS members in good standing.
- The President-elect appoints the Deputy Committee Chairs. Input is sought from the Council and Committee Chairs prior to appointment.
- Deputy Committee Chair term is one year, progressing to Committee Chair, which is a two-year term. Total term is three years.
- Deputy/Committee Chair must be (or have served previously) on the committee to be appointed Deputy Committee Chair.

Committee Chair Responsibilities

- Provide open communication for the committee with the Council Chair.
- Prior to the new term each year, provides the Council Chair with the committee purpose/mission and goals.
- On a regular basis, and at least once a year, initiates the discussion with the committee members to reaffirm or revise the committee purpose/mission to align with the Strategic Plan.
- The Committee Chair sets the date, time, and place of meetings and prepares the agenda with the help of the appropriate WDS staff liaison.
- The Chair runs the committee meetings and guides the committee through the agenda items. Assigning Committee members with any “action” items that come from the meeting and ensures follow-up is done.
- Responsible for the submission of the committee’s goals and status reports for the winter/spring in-person Board of Directors Meeting.
- Monitor the Committee Members engagement/involvement and communicate any concerns to the Council Chair.
- Prior to committee appointments (typically in November), make any recommendations for committee members/chairs to the Council Chair, President-elect, and Executive Director via email.

Councils & Committees – Responsibilities & Objectives

Deputy Committee Chair

Deputy Committee Chair Appointments

- Members must be WDS members in good standing.
- The President-elect appoints the Deputy Committee Chairs. Input is sought from the Council and Committee Chairs prior to appointment.
- Deputy Committee Chair term is one year, progressing to Committee Chair, which is a two-year term. Total term is three years.
- Deputy/Committee Chair must be (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.

Committee Member

Committee Member Appointments

- All committee members must be WDS members in good standing.
- The President shall call for volunteers for committee service and send a Committee Interest Form to all members bi-annually.
- Committee Interest Forms must be completed online by the stated deadline, so that the committee assignments can be offered, accepted and confirmed by February 1st of the year in which the new term begins.
- Member terms are for three years.

Committee Member Responsibilities

- Understand the Society's mission.
- Support the Society 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.
- Attend Committee Meetings and engage in discussion. Committee members are expected to RSVP regarding their participation for committee meetings*.
 - **If a chair, deputy chair, or committee member misses three or more meetings of the committee (face-to-face, conference call, or electronic), that member may be asked to step down from the committee, non-renewable.*
- Prepare for conference calls by reviewing the agenda and supporting documents.
- Treat all information learned or shared at conference calls as confidential and the intellectual property of the Society.
- Work with staff as necessary to realize the goals of the committee. They are there to support and answer questions.
- Participate in the annual "post-survey", your opinion matters!

Councils & Committees – Standing & Board Designated

Standing Committees

The standing committees shall include, without limitation, the following: Audit Committee, Executive Committee, Finance Committee, Membership Committee, Nominating Committee, and Legacy Council 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 Historian shall be an honorary officer. 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 full Board of Directors to do so.

Nominating Committee

Purpose Statement: The Nominating Committee shall oversee and coordinate the process of nominating candidates for Director and officer positions.

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 chairperson. No incumbent member of the Board of Directors may serve on the Nominating Committee. No person shall serve consecutive terms on the Nominating Committee.

Councils & Committees – Standing & Board Designated

Nominating Committee (continued)

- 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 solicit suggestions of potential nominees from individuals actively involved in WDS, from chairs of WDS committees and from “call for nominations” announced in the newsletter and through eblast emails. The National Office and the Nominating Committee Chair should receive any letters in support of an individual’s nomination submitted by WDS members.
- To screen and evaluate potential nominees on the basis of professional, scholarly, and administrative skills and to ensure a mix of academicians and private practitioners. 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 and the length of their term will be provided by the Executive Director.
- To nominate at least two candidate for each position on the Board of Directors to be filled in the next election of Directors. A slate of alphabetically listed nominees, that includes 4 alternates, should be established by a conference call of the Nominating Committee.

All candidates must be approved by a majority vote of the Committee. Nominees should be designated at least 4 months prior to the Annual Business Meeting. The Board of Directors will then confirm or reject each potential nominee by a simple majority vote at least 90 days prior to the Annual Business Meeting. A final slate of nominees (one nominee for each retiring Director) will be determined by the Nominating Committee and the committee will contact these nominees to determine their willingness to serve. The general membership will be informed at least 30 days prior to the Annual Business Meeting of the final list of nominees. This list of nominees will be presented by the Chair of the Nominating Committee or designee to the general membership at the Annual Business Meeting of the membership. If approved by the general membership, the newly elected Directors will assume positions on the Board following the Annual Business Meeting;

- To present a nominee for President-elect and a nominee for Vice President to the Board of Directors annually, at least three months prior to the Annual Business Meeting, for their approval by a simple majority vote. If approved by the Board, the membership will be informed at least 30 days prior to the Annual Business Meeting and a vote shall be taken at the Annual Business Meeting;
- To present a slate of nominees for Secretary, Treasurer and Historian to the Board of Directors in any given year in which the current holder of the office term will expire at the next Annual Business Meeting. This presentation should be made at least 3

Councils & Committees – Standing & Board Designated

months prior to the Annual Business Meeting for their acceptance by a simple majority vote. If a majority vote is obtained, the membership will be informed at least 30 days prior to the Annual Business Meeting and vote taken at the Annual Business Meeting;

- To provide candidates to the WDS President for consideration for nomination 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 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.

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.
- Consider volunteering to become members of the Past Presidents Ambassador Work Group

Composition: WDS Past Presidents

Term: Previous Immediate Past President serves as Chair for 1 year term; other member terms do not expire.

International Journal of Women’s Dermatology (IJWD) Committee

Purpose Statement: The IJWD Committee will be made up of thought leaders, who will help develop the strategic direction of the Journal, as well as financial stability. The Publications Award Work Group will report through the IJWD Committee.

Composition: The IJWD Committee will be made up thought leaders that are not involved in the editorial side of the journal. There will be 5 members.

Term: Three (3) year terms expiring after the Annual Business Meeting in the final year; renewable

Publication Fund Award Task Force

Purpose Statement: The Publication Award Task Force (PATF) approves the distribution of the money. With input from the Editor(s), criteria will be established by the committee on determining if a publication grant request should be awarded. A rapid response by the committee will be achieved by using methods of communication facilitating that goal.

Composition: The PATF will be made up of five (5) members who are not current members of the IJWD Editorial Board

Councils & Committees – Standing & Board Designated

Term: Three (3) year terms expiring after the Annual Business Meeting in the final year; renewable

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 two Editors-in-Chief, one Deputy Editor, and up to 27 Associate Editors. A Managing Editor who will act as WDS staff will assist with the day-to-day operations of the Editorial Board.

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.

Editors-in-Chief:

- The Editors-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 Editors-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 Editors-in-Chief shall be five years, renewable once for a maximum term of ten years.
- The Editors-in-Chief will be under the direct supervision of the WDS Board of Directors and will report either in person or via conference call as a standing invited guest to Board of Directors Meetings.
- Editors-in-Chief will not have a role in the financials of the Journal.

Deputy Editor:

- A Deputy Editor will assist in the completion and publication of each volume of the IJWD.
- Candidates for the Deputy Editor 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.
- The Editors-in-Chief shall nominate one Deputy Editor from the applications. The Deputy Editor will be approved by the Board of Directors.
- The Deputy Editor will serve three-year terms, extendable once.

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.

Councils & Committees – Standing & Board Designated

- 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 Editors-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 submit at least one paper each year.
- 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.
- A Managing Editor shall be located remotely and serve on behalf of the WDS staff to manage the day to day operations of IJWD. She/he will work closely with the Editors-in-Chief and Deputy Editor.

Councils & Committees – Additional Committees & Task Forces

Awards 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:

1. Streamline and standardize the mechanism for selecting candidates for awards
2. Increase number of nominations for WDS Annual Awards
 - a. Use targeting mails for specific awards
 - b. Solicit nominations directly from the BOD and other WDS Committees
 - c. 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. Nine or Eleven members are recommended. Residents are not suggested for this committee.

Member Skills/Area of Emphasis:

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year.

Notes: If a member of the Annual Awards Committee is nominated for an Annual Award, (s)he shall abstain from the voting process.

Staff Liaison: Program & Administrative Manager, Kim Schechter

Research Grant Committee

Purpose Statement: The Research Grant Committee supports the academic careers of residents, post-residency fellows, junior faculty, and early-career dermatologists by funding basic science or clinical research relevant to the field of dermatology.

Goals:

1. Review Academic Research Award criteria and application
2. Determine measurable outcomes for Research Award Program

Composition: The Research Grant Committee must be an odd number for voting purposes. Seven members from varying training backgrounds are recommended. Residents are not recommended to serve on this committee.

Member Skills/Area of Emphasis:

Councils & Committees – Additional Committees & Task Forces

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year.

Staff Liaison: Program & Administrative Manager, Kim Schechter

International Travel Award

See International Sections Committee under Membership Council ([click here to view](#))

Communications Council Committees

Editorial Committee

Purpose Statement: The Editorial Committee will oversee the production of the Women's Dermatologic Society's newsletter and website, which aim 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:

1. Create more member focused sections and topics in the newsletter
2. Assess readership: Survey the membership on topics of interest and factors that influence the likelihood of reading the newsletter in order to increase readership and reach
3. Create a monthly newsletter with a new format to generate more interest

Composition: The Editorial Committee should be made up of 10-12 members, Residents are permitted to serve on this committee

Member Skills/Area of Emphasis: Members are expected to write 1-2 Editorial Highlights per year for publication

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year; Renewable

Staff Liaison: Program & Administrative Manager, Kim Schechter

Media Relations Committee

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

Goals:

1. 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

Councils & Committees – Additional Committees & Task Forces

2. With assistance from WDS staff, organize a bi-annual Media Day Event
3. Identify opportunities to promote WDS both domestically and internationally to gain more recognition of the society

Composition: The Media Relations Committee should be made up 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: have previous media relations training and are able to represent WDS as needed to the media.

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year; renewable

Staff Liaison: Program & Administrative Manager, Kim Schechter

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:

1. Create a monthly post about specific WDS members and what they are doing in their practices (WDS Women's Wednesday)
2. Research and identify platforms for either live streaming or live tweeting events
3. Push hashtag and overall engagement on all social platforms
 - a. #womensderm
 - b. #playsafeinthesun
 - c. #IJWD
 - d. #womensdermservice

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, and demonstrate the knowledge of how to perform basic functions of said platform (i.e. like, share, retweet, follow, etc).

Councils & Committees – Additional Committees & Task Forces

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year; renewable.

Staff Liaison: Program & Administrative Manager, Kim Schechter

Events Council Committees

Fundraising 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:

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year; renewable

Staff Liaison: Executive Director, Missy Zagroba

Program Committee

Purpose Statement: The Program Committee will determine speakers, content, and other programming details throughout the year at the various WDS events. The committee shall be made up of smaller groups to plan each individual event.

Goals: To execute successful programming for the various WDS events throughout the year including the IVWG and MELD Forums, Annual Meeting & Luncheon, and the networking events help at the ACMS, SID, and ACMS Annual Meetings

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, and SID Committees should be made up of 2-3 members each who are planning to attend the respective event.

Member Skills/Area of Emphasis:

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

Councils & Committees – Additional Committees & Task Forces

Staff Liaison: Meetings Manager, Maggie Gruennert

Notes: An individual from the future city site of the AAD Annual Meeting shall be added to the committee at least two-years prior to the meeting being held in that city.

Finance Council Committees

Finance Committee

Purpose Statement: To review and provide guidance to the Board of Directors for all financial activities of the WDS.

Goals:

- To review and provide guidance to the Board of Directors for all financial activities of the WDS.
- Oversee and provide guidance for the budgeting process.
- Approve the annual budget and submit it to the full Board for approval.
- Assess the internal control processes and procedures, including an up-to-date manual detailing procedures, to protect the assets of WDS and provide for efficient operation.
- Ensure that management adheres to good management practices, current accounting guidelines, and complies with board policy.

Composition: The Finance Committee should be made up of 4-5 members with financial knowledge. Residents are not recommended for this committee.

Member Skills/Area of Emphasis: Members should have financial knowledge

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year; renewable

Staff Liaison: Executive Director, Missy Zagroba

Investment Committee

Purpose Statement: To oversee the organization, disposition and investment of the monies of the Society, including designated funds for specific activities. The Investment Committee also works with the Treasurer to review and develop an investment strategy for the society.

Goals:

- Develop an investment and sustainability strategy.
- Work with Fund Management Company to hold an annual call with the Board of Directors.

Councils & Committees – Additional Committees & Task Forces

Composition: The Investment Committee should be made up of 3-4 members. Residents are not recommended for this committee.

Member Skills/Area of Emphasis:

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year; renewable

Staff Liaison: Executive Director, Missy Zagroba

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 the Annual Business Meeting of the Board.

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

Member Skills/Area of Emphasis:

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year; renewable

Staff Liaison: Executive Director, Missy Zagroba

Bylaws Committee

Purpose Statement: To review Bylaws and Administrative Regulations on an annual basis and propose/ review all motions for amendments of the Bylaws and/or Administrative Regulations to the Board of Directors and WDS Membership.

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

Member Skills/Area of Emphasis:

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year; renewable

Staff Liaison: Executive Director, Missy Zagroba

Councils & Committees – Additional Committees & Task Forces

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 in ethical or discussion of concerns related to membership. To apprise the Executive Committee of any ethical matters that may affect the operations of the WDS.

Goals:

1. Explore platforms, expansion, and utilization of the Ethics Committee
2. Formalize how to submit an issue to the Ethics Committee
3. 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:

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year; renewable

Staff Liaison: Executive Director, Missy Zagroba

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 to review 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:

1. 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.
2. Maintain the "Committee Reference Manual," this includes reviewing and editing it on an annual basis.
3. Survey Committee and Council Engagement and report findings to the Board of Directors
 - a. Numeric: Monitor Council and Committee activity and member participation
 - b. Evaluation Annually: Develop and administer surveys for annual completion by council chairs/deputy chairs, committee chairs/deputy chairs, and committee members
 - c. Analyze and summarize for BOD: Analyze and summarize findings of committee council metrics and member responses to the Board of Directors
4. Develop a reporting mechanism to reflect committee engagement and work progress.

Councils & Committees – Additional Committees & Task Forces

Composition: The Organizational Structure Committee should be made up of 5 members. Residents may participate on the committee.

Member Skills/Area of Emphasis:

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year; renewable

Staff Liaison: Executive Director, Missy Zagroba

Transforming Interconnecting Project Program: Total Woman's Health via the Dermatology Gateway Council Committees

The TIPP Council & Committees are a new initiative and are being formed over the course of 2018-2019 and will update this section as information is received.

Grants, Program, & Service Work Group

Purpose Statement:

Goals:

Composition:

Member Skills/Area of Emphasis:

Terms:

Staff Liaison:

PR & Media Work Group

Purpose Statement:

Goals:

Composition:

Member Skills/Area of Emphasis:

Terms:

Staff Liaison:

TIPP Think Tank

Purpose Statement:

Goals:

Composition:

Member Skills/Area of Emphasis:

Terms:

Staff Liaison:

Councils & Committees – Additional Committees & Task Forces

Leadership Development and Mentorship Council Committees

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 discernable 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:

1. Increase visibility of WDS Mentorship opportunities
 - a. Work with the WDS Resident, Fellow, & Young Physician Committee to promote programs. Utilize the resident liaisons to disseminate information
 - b. AAD – Annual meeting Resident’s Intro to Practice Day – Short talk or table event
 - c. AAD Annual Meeting Mentorship Breakfast – have committee members participate in the mentoring breakfast and mention the award
 - d. AAD Residents & Fellow Committee – Advertise in AAD’s Directions in Residency newsletter
2. Create post-mentorship experience survey for mentors and mentees to analyze program for long-term success rate
3. Revisit the Mentorship Award criteria and ranking system

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

Member Skills/Area of Emphasis: Members should have varying backgrounds and fellowship training

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year; May serve for addition 4th or 5th year.

Staff Liaison: Program & Administrative Manager, Kim Schechter

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 private practice by offering resources on navigating the practice environment.

Goals:

1. Create one tweet a month (two tweets from each member)

Councils & Committees – Additional Committees & Task Forces

2. Work with Editorial Committee to create a section of the newsletter which will be dedicated to the Practice Advisory Committee

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

Member Skills/Area of Emphasis: Members should be involved in private practice.

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year; renewable

Staff Liaison: Program & Administrative Manager, Kim Schechter

Legacy Council

Purpose Statement: The Mission of the Legacy Council is to build and sustain an endowment, known as the Legacy Fund, to ensure the long-term financial stability of the WDS.

- The Women’s Dermatologic Society Legacy Fund was founded and endowed in 2003 for the purpose of philanthropic support of the WDS.
- The Legacy Council targeted corpus is \$2,000,000.
- The WDS Legacy Fund will follow the defined WDS Legacy Fund Investment Policy that is currently handled by Raffa Wealth Management and approved by The Legacy Council and WDS Board of Directors.
- The WDS Legacy Fund has general parameters of disbursement when the initial \$2 million corpus goal amount is reached. When the goal is reached the WDS Legacy Council in conjunction with the Board of Directors will choose methods of disbursement that ensure the future of the WDS and fulfilment of the WDS’s missions.
- Donors for the Legacy Fund will have a cumulative donor amount and will be differentiated by the “Rose Color”.
- Staff, WDS leadership, Legacy Council members will make sure that all marketing information from WDS will have information on donating to the Legacy Fund and to the Legacy Council Operating Costs, noting that these will be cumulative donor amounts.
- Donors will be recognized with a letter. Also, letters will be sent to the honored person (e.g. honored colleague) and person’s family that is being remembered (e.g. In Memory).
- Since 2013 the WDS has held the Legacy Celebration to highlight the success and accomplishments of the WDS while raising funds to secure our future. Each year the WDS honors one of our members who has been a true advocate and leader to both the WDS and the field of Dermatology. The following WDS Members have been honored at past Legacy Celebrations.

Councils & Committees – Additional Committees & Task Forces

- 2013- WDS's Founder and first President; Dr. Wilma Fowler Bergfeld
- 2014- Dr. Tina Alster
- 2015- Dr. Rex & Johnnie Amonette & Family
- 2016- Dr. Jean Bologna
- 2017- Dr. Susan Weinkle
- 2018- Dr. Pearl E. Grimes

Composition: There shall be a minimum of nine (9) members of the Legacy Council. Non-voting Advisors can be elected by the Legacy Council. Residents are not recommended to serve on this committee.

Member Skills/Area of Emphasis:

Terms: Three year terms are renewable and staggered, but not to exceed three consecutive terms. All of the nominees will be proposed by the Council Chair and subject to approval by the WDS Board of Directors.

Staff Liaison: Meetings Manager, Maggie Gruennert

Notes: In order to maintain good lines of communication between WDS and the Legacy Council, the President will be invited to Council Meetings, and the Legacy Council Chair will be a standing invited guest (non-voting) to the WDS Board of Directors meetings.

Membership Council Committees

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 stimulating membership growth overall.

Goals:

1. Review, streamline, and simplify membership categories and verbiage for consistency and clarity (benefits and privileges – voting, holding office, committee membership) especially with respect to international members (sponsorship requirements)
2. Review benefits of membership and create added value
3. Review steps taken to retain members who have not paid dues and improve retention
 - a. Create survey/vehicle to find out why members did not renew
 - b. Review and create an updated letter from the WDS current President & Committee Chair to members with lapsed dues based on survey results

Councils & Committees – Additional Committees & Task Forces

Composition: The Membership Committee must be an odd number for voting purposes. 5 or 7 members is recommended. Residents are permitted to serve on this committee.

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

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year; renewable

Staff Liaison; Membership Manager, Deedee Mader

International Sections Committee

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

Goals:

1. Select each year the International Travel Awardees and review the support and criteria for these awards
2. Facilitate at least one international networking event per year in another part of the world outside of the US and Canada
3. Grow the numbers of the WDS International members in all membership type categories
4. Facilitate updated WDS Chapter Section information content to be shared on the WDS website
5. 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:

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year; renewable

Staff Liaison: Membership Manager, Deedee Mader

Notes: During the review of the International Travel Award, the staff liaison for this committee is Program & Service Manager, Courtney Anclam

Councils & Committees – Additional Committees & Task Forces

Residents, Fellows, & Young Physician Committee

Purpose Statements: The Residents, Fellows, & Young Physician Committee represents the interests of young physician members of the WDS through increasing membership and retention of young members, while also providing relevant resources, including career guidance, mentorship, and networking.

Goals:

1. Promote goals within the WDS relevant to young physicians (including trainees and those within 8 years of completion of residency/fellowship)
2. Identify methods for increasing recruitment and retention of young physicians including residents, fellows, and early career dermatologists
3. Provide members with a quarterly newsletter highlighting WDS resources, events, and opportunities relevant to young members
 - a. Provide career guidance through quarterly column in WDS YPC newsletter and webinar series
4. Increase engagement of young physicians within WDS through awareness of regional, national, and international events, as well as, WDS programming
5. Create and maintain active communication among resident liaisons in all dermatology residency programs in North America
6. 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

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 has been in practice for 8 years or less.

Member Skills/Area of Emphasis:

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year; renewable

Staff Liaison: Membership Manager, Deedee Mader

Councils & Committees – Additional Committees & Task Forces

Service & Regional Networking Council Committees

Disaster Support Committee

Purpose Statement: To Support members during personal, regional, and natural disasters.

Composition: The committee shall be comprised of three subgroups. The Community Support Subgroup will focus on community outreach and participation in established outreach programs. The Personal Support Subgroup will focus on member-to-member outreach, mentorship, and advice in times of personal crisis or disaster. The Financial Support Subgroup will focus on replacing supplies lost during natural disaster and scholarship to help recover from losses.

Member Skills/Area of Emphasis:

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year; renewable

Staff Liaison: Meetings Manager, Maggie Gruennert

Regional Group Committee

Purpose Statement: The Regional Group 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:

1. Create turnkey regional events
2. Hold one event in each region

Composition: The Regional Group Committee shall be made up of 1 Chair, 7 Vice Chairs by Region, and 8 members from varying geographic locations (15 total).

Member Skills/Area of Emphasis:

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year; renewable

Staff Liaison: Meetings Manager, Maggie Gruennert

Service Committee

Purpose Statement: The Service 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.

Councils & Committees – Additional Committees & Task Forces

Goals:

1. Create turnkey events and materials for the Coast-2-Coast program
2. Integrate with the Regional Groups Committee
3. Create and implement new programs
 - a. Outreach/Educational Campaigns
 - b. Action-based Program

Composition: The Service Committee should be made up of 8 members from varying geographical locations.

Member Skills/Area of Emphasis:

Terms: Three (3) year terms expiring after the Annual Business Meeting in the final year; renewable

Staff Liaison: Program & Administrative Manager, Kim Schechter

Strategic Alliance Council Committees

The Strategic Alliance Council & Committees are continually being formed over the course of 2018-2019 and will update this section as information is received.

Industry Corporate Partner Committee

Purpose Statement:

Goals:

Composition:

Member Skills/Area of Emphasis:

Terms:

Staff Liaison:

Professional Advanced Clinical Practitioner Committee

Purpose Statement:

Goals:

Composition:

Member Skills/Area of Emphasis:

Terms:

Staff Liaison:

Professional Organizations (External to Dermatology – AMA, ACP, ACOG, AAP, etc.)

Purpose Statement:

Goals:

Composition:

Member Skills/Area of Emphasis:

Councils & Committees – Additional Committees & Task Forces

Terms:

Staff Liaison:

Professional Organizations (Internal to Dermatology – MDS, ASDS, ASDP, AAD, ACMS, etc.)

Purpose Statement:

Goals:

Composition:

Member Skills/Area of Emphasis:

Terms:

Staff Liaison:

Patient Advocacy Organizations Committee (NPF, NEA, FIRST, etc.)

Purpose Statement:

Goals:

Composition:

Member Skills/Area of Emphasis:

Terms:

Staff Liaison:

WDS Strategic Plan

WDS 2016-2019 Strategic Plan				
Task Name	Duration	Status	Initiative	Actions Taken
PRIORITY I: Infrastructure				
Ensure adequate resources for the vitality and long-term sustainability of the organization				
GOAL: Processes documented for outcome measurements and implemented				
Develop process and procedure manual for society	ST	In Progress	BOD	
Expand Board of Directors Orientation Manual	ST	Complete	BOD	
Develop Board of Directors Orientation Meeting for new Board Members	ST	Complete	BOD	
Determine optimal board meeting organization and determine need and purpose of face to face board meetings	ST	Complete	BOD	In 2016 Summer meeting it was decided to have 2 meetings per year. One at MELD & one at Summer meeting
Explore platforms, expansion and utilization of the Ethics Committee	ST		Ethics Committee	
Formalize how to submit an issue to the Ethics Committee	ST		Ethics Committee	
GOAL: Build reserve fund to \$2M (Legacy Fund)				
Increase, diversify and develop revenue streams	MT	In Progress	Legacy Council	
Determine how the Legacy Fund return to WDS	LT		Legacy Council	
Create 10 year anniversary book of Petals & Pearls	LT		Communications Committee	Create in 2019 to publish in 2020 or for 50th WDS anniversary
GOAL: Develop clear responsibilities for committees and work product with accountability				
Create Committee Review Task Force to review current committee and structure	ST	Complete	BOD	Planning session took place Dec 2nd in Chicago - committee is developing new structure
Matrix committees as well as reorganize the committee structure and develop an org structure chart that outlines reporting lines	ST	Complete	BOD	
Annually review individual committee's mission and goals to ensure they are aligned and evolving with the overall mission and strategic plan of the society	OG		Organizational Structure Committee	
Maintain the "Committee Orientation Manual." This includes reviewing and editing it on an annual basis.	OG		Organizational Structure Committee	
Measure and report to the Board of Directors Committee member engagement	OG		Organizational Structure Committee	1. Create committee Tracking Document (tracks number of meetings, participation of committee members, goals aligned and evolving throughout the year 2. Create Committee Member Survey sent to committee members at start of term and again two months prior to the Annual Meeting as a benchmark to their goals
Create Dashboard that evaluates overall effectiveness of committee structure	ST		Organizational Structure Committee	
GOAL: Develop Commercial grant Program to secure additional funding				
Evaluate current programs (ie.Academic research, Career & Community Advancement)	MT	In Progress	BOD	
Create new programs that qualify for commercial grant support	MT		Fundraising Committee	
Create documentation for qualifying programs	MT		Fundraising Committee	
PRIORITY II: Membership				
Increase, enhance, and diversify an engaged membership				
GOAL: Increase membership retention rates by increasing membership value				
Review steps taken to retain members who have not paid dues, and improve retention	ST		Membership Committee	
Develop new membership value-added programs	MT		Membership Committee	
Promote Goals within WDS relevant to young physicians	ST		RFYP	

WDS Strategic Plan

GOAL: Foster a clinical trials network for women's health issues through recruitment, advertisement, and mentoring				
Establish a "Clinical Trial Venture" for clinical trial protocol design, as well as, mentorship/training that meets multiple needs	MT		BOD	
Work with industry to create tips and pearls on how to be a good investigator for clinical trials	MT		BOD	
GOAL: Develop key strategic alliances with industry, medical organizations, and patient advocacy groups				
Determine which companies WDS would like to partner with	ST		BOD	Continue to partner with SID, ACMS, ASDS, and the AAD through luncheon and other programs
Increase corporate members to be active on WDS work groups and committees	ST		BOD	
Utilize industry partners as resources for the IJWD to contribute to articles	ST		BOD	
GOAL: Enhance the existing outreach programs (Play safe in the sun, Coast-2-Coast)				
Increase funding for outreach programs	MT		BOD	
Create and promote turnkey Coast-2-Coast Events	ST		Service Committee	The website has been updated with a toolkit and instructions fro members to execute their own events
Integrate Service Programs with Regional Group Programs	ST		Service Committee	
Create and Implement New programs around outreach,educational campaigns and action-based programs	ST		Service Committee	
PRIORITY IV: Programs and Services				
Be the indispensable resource for the personal and professional development of members				
GOAL: Enhance and diversify mentorship and preceptorship opportunities for younger and more established members				
Create formalized Mentorship program	MT		Mentorship Committee	
Create additional preceptorship opportunities	MT		Mentorship Committee	
GOAL: Create a program for teaching updating practice management skills to members				
Promote the Practice Advisory Committee to members	ST		Practice Advisory Committee	
Create resources on navigating the practice environment for members	MT		Practice Advisory Committee	
GOAL: Grow the Research/Community Grants program				
Review Academic Research Award criteria and application process	ST	In Progress	Research Grant Committee	
Determine measurable outcomes for the Research Award Program	ST	In Progress	Research Grant Committee	
Evaluate the Career and Community Advancement Award Program	MT		Service Committee	
GOAL: Improve the quality of submission, and the sustainability of the journal, while taking steps towards achieving indexing and an impact factor				
Create ongoing communication platform that encourages members to click and cite the journal	ST	Complete	BOD	
Require WDS grant awardees to submit an article after completion (with 6 months)	ST	In Progress	BOD	
Develop Board designated publication grant to support member submission	MT		BOD	
GOAL: Continued promotion to enhance networking and collegiality among members				
Increase participation in Regional Groups	ST		BOD	Membership emails have been scheduled to promote regional group events
Establish appropriate number of networking opportunities for each region for each year	ST		BOD	Host one event in each region
Identify active WDS members willing to host events	ST		BOD	There have been 4 new members added to the committee in 2016 willing to lead the planning of events
Create turnkey Regional networking events for members to host	MT		Regional Groups Committee	

WDS Strategic Plan

GOAL: Increase member awareness and perceived value of WDS programs, awards, and initiatives				
Review, streamline, and simplify membership categories and verbiage for consistency and clarity (benefits & Privileges - voting, holding office, committee membership etc) especially with respect to international members and their sponsorship requirements.	ST		Membership Committee	
Develop communication/PR to increase visibility of programs and successes to the members, the field of dermatology and the public	ST		BOD	
Create branded items with Society name and logo	MT		BOD	
Create a Web tour for new members	MT		BOD	
Promote WDS by creating a slide members can put at the end of talks they give	ST		BOD	Slide was completed and available under resources on the website
Revisit Mentorship Award criteria and ranking system	ST		Mentorship Committee	
Increase visibility of WDS mentorship opportunities	ST		Mentorship Committee	
Increase participation in the informal Mentorship Program	MT		BOD	
Streamline and standardize the mechanism for selecting candidates for Annual awards	ST		Annual Awards Committee	
Increase number of nominations for WDS Annual Awards	ST		Annual Awards Committee	1. Use targeted emails for specific awards 2. Solicit Nominations directly from the BOD and other WDS Committees
Utilize Social Media to address top issues for members (such as burnout, life/work balance)	MT		Social Media Committee	1. Create one tweet a month "PAC Pearls" on navigating the practice environment
Create Monthly Social Media campaign to highlight a specific WDS member and what they are doing in their practices and the WDS	ST		Social Media Committee	Launched in October 2017
Research and identify platforms for either live streaming or live tweeting our events	MT		Social Media Committee	Initial research done Q3 2017
GOAL: Increase Diversified Membership and Awareness				
Task the Membership Committee and the International Affairs Committee to develop plans to increase the outreach to segments of the membership that are outside the United States	MT		BOD	
Grow the numbers of WDS international Members in all membership type categories during the membership year	ST		International Sections	
Create new WDS International Sections outside of the United States	MT	Complete	BOD	1. Facilitate updated WDS chapter section information content to be shared on the WDS Website
Facilitate at least one International Networking event per year in another part of the world outside of the US and Canada	ST		International Sections	
WDS Sections to raise funds for scholarships for their chosen WDS candidate to attend the AAD & WDS Annual Meeting	ST		International Sections	1. Select the International Travel Awardees and review the support and criteria for these awards
GOAL: Increase resident member retention				
Increase resident membership retention from 19% to 25% in 2018, and 40% in 2019	MT		BOD	
Identify methods for increasing recruitment and retention of young physicians including residents, fellows, and early career dermatologists	ST	In Progress	RFYP	1. Create and maintain active communication among resident liaisons in all dermatology resident programs in North America
Increase engagement across membership // Value added (involvement in committees, early engagement in local-regional/service events, development of new programs, etc.)	LT	In Progress	RFYP	1. Create Quarterly news brief highlighting WDS resources, events and opportunities relevant to young members 2. Provide Career guidance through newsletter column and webinar series
Partner with industry to utilize established leadership training to promote female leaders in dermatology	LT		BOD	
Reach out to residents, fellow, and young physicians and/or new members to increase awareness of WDS membership benefits and support member retention of young members	ST		RFYP	
PRIORITY III: Outreach				
Expanding our outreach programs which improve the quality of life and health of our communities				
GOAL: Co-develop lecture series with organizations supporting professional development and health issues impacting women				
Research current societies providing resources and lectures	MT		BOD	
Look at other professional societies and develop a structure for professional development	LT		BOD	
Develop best practices for committee chairs and members	MT		BOD	
GOAL: Establish collaboration and affiliate memberships with organizations supporting women's health issues				
Research organizations that WDS would like to collaborate with/join	MT		BOD	
Develop relationships and determine benefits and values fro both societies	MT		BOD	

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Directory

WDS Contact Information

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WDS Staff Directory

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Deedee Mader

Membership Manager
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Kim Schechter

Program & Administrative Manager
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Kay Whalen

Consulting Partner
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Council & Committees Directory

Awards Council

Chair: Alison Ehrlich, MD, MHS 2018-2021
Deputy Chair: Joyce Teng, MD, PhD 2018-2021

Annual Awards Committee

Chair: Jean Bologna, MD 2018-2020
Staff Liaison: Kim Schechter, Program & Administrative Manager

Research Grant Committee

Chair: Andrea Murina, MD 2017-2019
Deputy Chair: Lara Rosenbaum, MD, MHS
Staff Liaison: Kim Schechter, Program & Administrative Manager

Directory

Communications Council

Chair: Shadi Kourosh, MD 2017-2020

Editorial Committee

Chair: Ronda Farah, MD 2018-2020

Staff Liaison: Forthcoming

Media Relations Committee

Chair: Neil Sadick, MD, FACP 2018-2020

Deputy Chair: Rebecca Tung, MD 2018-2020

Staff Liaison: Forthcoming

Social Media Committee

Chair: Hassan Galadari, MD 2018-2020

Staff Liaison: Forthcoming

Events Council

Chair: Erin Gilbert, MD, PhD 2017-2019

Deputy Chair: Latanya Benjamin, MD 2018-2019

Fundraising Committee

Chair: Adelaide Hebert, MD 2017-2019

Staff Liaison: Missy Zagroba, Executive Director

Program Committee

Chair: Kathleen Hectorne, MD 2017-2019

Staff Liaison: Maggie Gruennert, Meetings Manager

Finance Council

Chair: Murad Alam, MD 2017-2020

Finance Committee

Chair: Neil Sadick, MD, FACP 2016-2019

Staff Liaison: Missy Zagroba, Executive Director

Investment Committee

Chair: Neil Sadick, MD, FACP 2017-2019

Staff Liaison: Missy Zagroba, Executive Director

Directory

Governance Council

Chair: Jenny Murase, MD 2017-2019

Audit Committee

Chair: Sandra Read, MD 2017-2020

Staff Liaison: Missy Zagroba, Executive Director

Bylaws Committee

Chair: David Pariser, MD 2016-2019

Staff Liaison: Missy Zagroba, Executive Director

Ethics Committee

Chair: Chere Lucas Anthony, MD 2017-2019

Staff Liaison: Missy Zagroba, Executive Director

Organizational Structure Committee

Chair: Bethanee Schlosser, MD, PhD 2018-2020

Staff Liaison: Kim Schechter, Program & Administrative Manager

Leadership Development/Mentorship Council

Chair: Molly Hinshaw, MD 2018-2020

Deputy Chair: Afsaneh Alavi, MD, FRCPC 2018-2020

Mentorship Committee

Chair: Wendi Wohltmann, MD 2017-2019

Staff Liaison: Kim Schechter, Program & Administrative Manager

Practice Advisory Committee

Chair: Sarah Jackson, MD 2017-2019

Staff Liaison: Kim Schechter, Program & Administrative Manager

Legacy Council

Chair: Deidre Hooper, MD 2017-2021

Vice Chair Financial: Janet Hickman, MD 2016-2019

Staff Liaison: Maggie Gruennert, Meetings Manager

Membership Council

Chair: Deborah MacFarlane, MD 2017-2019

Deputy Chair: Lucille White, MD 2017-2019

International Sections Committee

Chair: Dedee Murrell, MA, BM, MD, FRCPC, FACP 2017-2019

Staff Liaison: Deedee Mader, Membership Manager

Directory

Membership Committee

Chair: Julie Hodge, MD, MPH 2017-2019

Staff Liaison: Deedee Mader, Membership Manager

Residents, Fellows, & Young Physicians Committee

Chair: Kachiu Lee, MD, MPH 2018-2020

Deputy Chair: Julia Baltz, MD 2018-2020

Staff Liaison: Deedee Mader, Membership Manager

Service & Regional Networking Council

Chair: Kavita Mariwalla, MD 2017-2019

Deputy Chair: Ashley Wysong, MD, MS 2018-2019

Disaster Support Committee

Chair: Mary Maloney, MD 2017-2019

Staff Liaison: Maggie Gruennert, Meetings Manager

Regional Group Committee

Chair: Emily Keimig, MD 2018-2020

Staff Liaison: Maggie Gruennert, Meetings Manager

Service Committee

Chair: Ashley Wysong, MD 2017-2019

Staff Liaison: Kim Schechter, Program & Administrative Manager

Strategic Alliance Council

Chair: Jennifer Lucas, MD 2017-2020

Deputy Chair: Melissa Piliang, MD 2018-2020

Staff Liaison: Kim Schechter, Program & Administrative Manager

Industry Corporate Partnership Committee

Chair: TBD

Professional ACP Committee

Chair: TBD

Professional Organizations External Committee

Chair: TBD

Professional Organizations Internal Committee

Chair: TBD

PT Advocacy Organizations Committee

Directory

Past Presidents Advisory

Chair: Adelaide Hebert, MD 2018-2019

Staff Liaison: Missy Zagroba, Executive Director

Nominating Committee

Chair: Valerie Callender, MD 2018-2019

Staff Liaison: Missy Zagroba, Executive Director

IJWD

Chair: Murad Alam, MD 2018-2020

Staff Liaison: Missy Zagroba, Executive Director