

## Councils & Committees

2019-2020 Reference Manual

# Councils & Committees

## 2019-2020 Reference Manual

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# About the WDS

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## 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**

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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**

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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

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## 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

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## 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

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## 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](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.

The screenshots illustrate the functionality of the TTConnex app for managing conference groups. The first screenshot shows a specific conference card with contact information. The second screenshot shows the user sign-in process. The third screenshot shows the configuration of a new conference, including setting a title, description, and specifying invitees (Leader or Participant) with their respective passcodes.

# Fundamentals of Participation

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## 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

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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 an exact count.

## Fundamentals of Participation

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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.

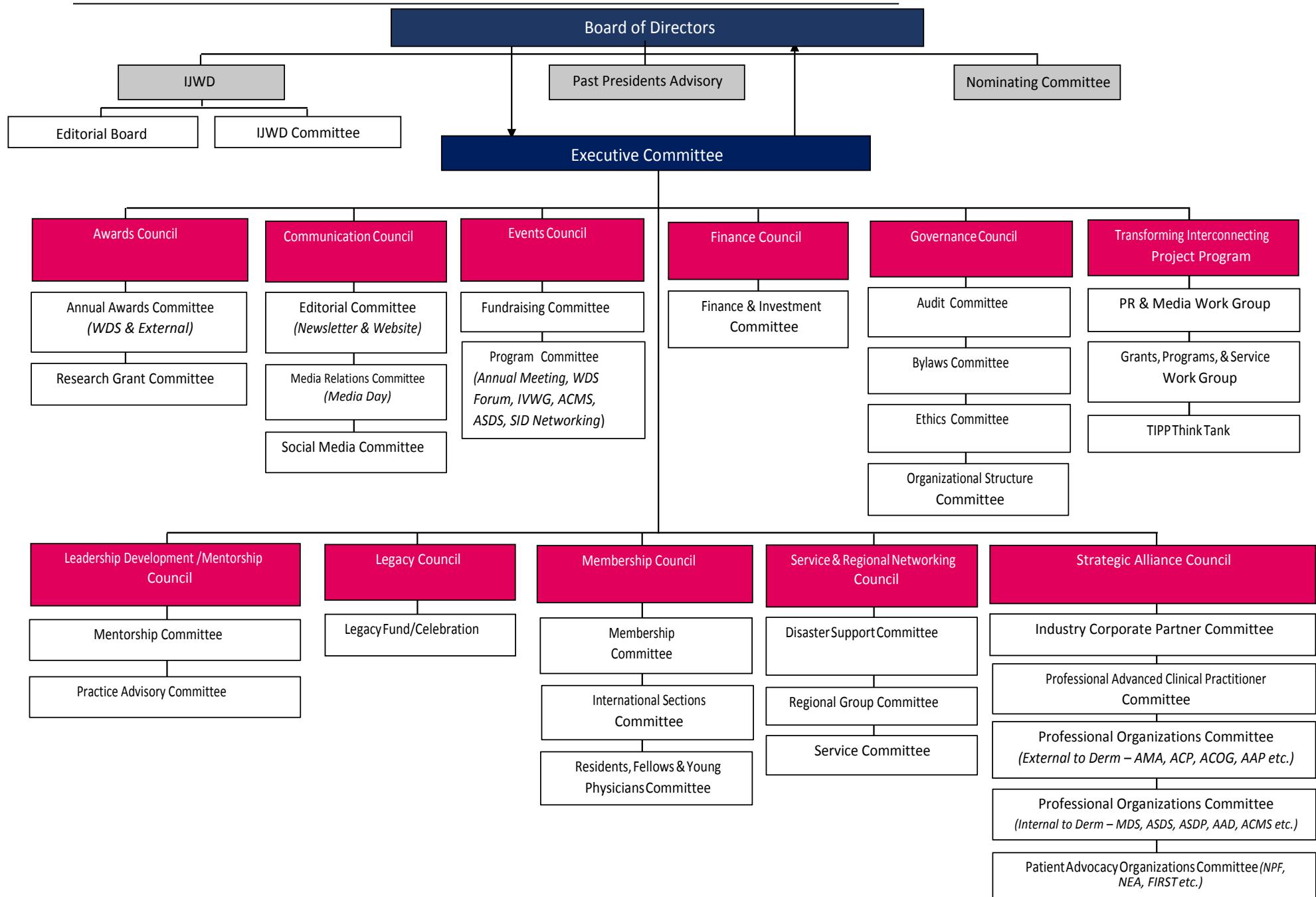
1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

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

Visit their website for additional information.

# WDS Organizational Chart



[Click here to return to the table of contents](#)

# **WDS Organizational Chart**

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## **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
- 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**

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- 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

# Councils & Committees General Purpose

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## 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) and Research Grant)
- 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 and IJWD Committee)

# Councils & Committees – Responsibilities & Objectives

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## 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

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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

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- 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

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## 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 1<sup>st</sup> 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 – Responsibilities & Objectives

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## Advisors

### *Advisor Appointments*

- All advisors must be WDS members in good standing.
- The Committee Chair may recommend a rotating off member remain on the Committee in an advisor non-voting position. This then must be approved by the President-elect.
- Advisors serve for 1 year terms, and can be renewed.

### *Advisor Responsibilities*

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

# Councils & Committees – Standing & Board Designated

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## 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

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## 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

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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

# Councils & Committees – Standing & Board Designated

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## 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

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- 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

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## 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:*

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

*Staff Liaison:* Program & Administrative Manager, Kim Schechter

### 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:* Communications Manager, Heather Lesko

#### 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

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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:* Communications Manager, Heather Lesko

### 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).

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

*Staff Liaison:* Communications Manager, Heather Lesko

### 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, Jennifer Schulte

#### 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

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*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, Jennifer Schulte

### 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.

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## Councils & Committees – Additional Committees & Task Forces

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*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, Jennifer Schulte

### 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, Jennifer Schulte

#### 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, Jennifer Schulte

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## Councils & Committees – Additional Committees & Task Forces

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### 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, Jennifer Schulte

### 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.

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*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:* Program & Administrative Manager, Kim Schechter

## 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 4<sup>th</sup> or 5<sup>th</sup> year.

*Staff Liaison:* Program & Administrative Manager, Kim Schechter

# Councils & Committees – Additional Committees & Task Forces

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## 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)
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:* Communications Manager, Heather Lesko

## **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

## Councils & Committees – Additional Committees & Task Forces

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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.

- 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
- 2019- Dr. Lynn Drake
- 2020- Dr. Elizabeth McBurney

*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 &

## Councils & Committees – Additional Committees & Task Forces

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Committee Chair to members with lapsed dues based on survey results

*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

## Councils & Committees – Additional Committees & Task Forces

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### 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

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# Councils & Committees – Additional Committees & Task Forces

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## 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.

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## Councils & Committees – Additional Committees & Task Forces

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*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

# WDS Strategic Plan

Task Name	Duration	Status	Initiative	Actions Taken
<b>WDS 2016-2019 Strategic Plan</b>				
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 appropriate manuals for BOD, Committee Members, etc.	ST	Complete	BOD	Board Reference Manual developed and updated annually. Committee Reference Manual created in March 2018. Additional Reference Manuals will be developed as needed.
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 WDS Forum & 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	Not Started	Ethics Committee	
■ GOAL: Build reserve fund to \$2M (Legacy Fund)				
Increase, diversify and develop revenue streams	MT	In Progress	Legacy Council	Legacy Campaign formalized, will launch in March 2019
Determine how the Legacy Fund return to WDS	LT	In Progress	Legacy Council	Spending Policy has been created and approved by BOD. Once the corpus has been reached, each year the Legacy Council will revisit and propose the next year's spending.
Create 10 year anniversary book of Petals & Pearls	LT	Not Started	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	In Progress	Organizational Structure Committee	Committees are required to meet within 60 days of term, review their purpose statement and establish goals for their term. The Org Structure Committee reviews.
Maintain the "Committee Orientation Manual." This includes reviewing and editing it on an annual basis.	OG	Complete	Organizational Structure Committee	Will be revisited on an annual basis.
Measure and report to the Board of Directors Committee member engagement	OG	In Progress	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	In Progress	Organizational Structure Committee	The dashboard is being enhanced and will be presented to the BOD at the July 2019 Board Meeting.
■ GOAL: Develop Commercial grant Program to secure additional funding				
Evaluate current programs (ie. Academic research, Career & Community Advancement)	MT	Complete	BOD	the Career & Community Advancement Award has been discontinued due to the lack of funding. The Academic Research Award will remain as is for 2019 and then a partnership with the Derm Foundation will include WDS as members of the review committee as well as the awards will be on an annual basis and there will be 3-\$10,000 given.
■ Create new programs that qualify for commercial grant support	MT	In Progress	Fundraising Committee	WDS has been applying for various grants inside and outside the dermatology sector. To date, WDS has not qualified for any grants.
Create documentation for qualifying programs	MT	In Progress	Fundraising Committee	Final reports and annual reports have been created to share with the supporting sponsors.
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	Complete	Membership Committee	Survey was sent to expired members dating back five years. The response rate was 5%; however many individuals sent the survey did renew memberships based on the communication and began targeted renewal emails based on feedback received from the survey.
Develop new membership value-added programs	MT	In Progress	Membership Committee	The committee has reviewed the member types and updated them for clarity as an initial step. Changes occurred including the POST type extension from 1 year to 3 years. During the 2019 renewal process a suggestion from the committee to target membership types with targeted benefit emails. This is currently in process and will be reviewed for impact.
Promote Goals within WDS relevant to young physicians	ST	In Progress	RFYP	RFYP Committee has worked on updated Webinars, finalized the gift Ruler and worked to engage YP members such as Resident Liaisons with networking opportunities and a new Mission statement for the group.

# 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	Complete	Membership Committee	This was completed by the committee Summer 2018. The suggested changes did go to the BOD for review and vote during the July 2018 BOD meeting. The changes were all passed.
Develop communication/PR to increase visibility of programs and successes to the members, the field of dermatology and the public	ST	In Progress	BOD	Currently working with EvolveMDK, PR firm to help promote WDS
Create branded items with Society name and logo	MT	In Progress	BOD	Creating sponsor pins, Resident Liaison Pins, and Legacy Pins. Created Social Media badges.
Create a Web tour for new members	MT	Not Started	BOD	
Promote WDS by creating a slide members can put at the end of talks they give	ST	Complete	BOD	Slide was completed and available under resources on the website
Revisit Mentorship Award criteria and ranking system	ST	Complete	Mentorship Committee	Mentorship award was worked through in 2017
Increase visibility of WDS mentorship opportunities	ST	In Progress	Mentorship Committee	Flyers and emails were created and sent to the Directors of Dermatology Programs for the 2018 award.
Increase participation in the informal Mentorship Program	MT	Not Started	BOD	
Streamline and standardize the mechanism for selecting candidates for Annual awards	ST	Not Started	Annual Awards Committee	
Increase number of nominations for WDS Annual Awards	ST	Complete	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	In Progress	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	Complete	Social Media Committee	Launched in October 2017
Research and identify platforms for either live streaming or live tweeting our events	MT	In Progress	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	In Progress	BOD	
Grow the numbers of WDS international Members in all membership type categories during the membership year	ST	In Progress	International Sections	Targeted emails highlighting benefits relevant to International members were sent out beginning October 2018 for the 2019 renewal period.
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	Complete	International Sections	In 2019 the International Sections committee did have a poster presentation session and networking event during EADV in Paris France.
WDS Sections to raise funds for scholarships for their chosen WDS candidate to attend the AAD & WDS Annual Meeting	ST	In Progress	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	Retention statistic totals for 2018: IER: 15/41 = 36% RSFL: 244/623 = 39.1% Combined IER and RSFL: 259/664 = 39%
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. In September, 2018 a new section within the Quarterly news brief called the "Career Corner" began.
Partner with industry to utilize established leadership training to promote female leaders in dermatology	LT	In Progress	BOD	A leadership section of the WDS Forum has been established and Industry Leaders are asked to participate. For 2019, there is a session "Industry Leaders: How They Do it".
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	In Progress	RFYP	Targeted emails highlighting benefits relevant to young physicians within the 8 year period after training graduation members were sent out beginning October 2018 for the 2019 renewal period.

# WDS Strategic Plan

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		Not Started		
<input checked="" type="checkbox"/> Research current societies providing resources and lectures	MT	Not Started	BOD	
Look at other professional societies and develop a structure for professional development	LT	Not Started	BOD	
Develop best practices for committee chairs and members	MT	Complete	BOD	This has been outlined and included in the Committee Reference Manual.
<input checked="" type="checkbox"/> GOAL: Establish collaboration and affiliate memberships with organizations supporting women's health issues				
Research organizations that WDS would like to collaborate with/join	MT	Not Started	BOD	
Develop relationships and determine benefits and values fro both societies	MT	Not Started	BOD	
<input checked="" type="checkbox"/> 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	Not Started	BOD	
Work with industry to create tips and pearls on how to be a good investigator for clinical trials	MT	Not Started	BOD	
<input checked="" type="checkbox"/> GOAL: Develop key strategic alliances with industry, medical organizations, and patient advocacy groups				
Determine which companies WDS would like to partner with	ST	Complete	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	In Progress	BOD	Corperate members have been appointed to Committees and are active in the IVWG program.
Utilize industry partners as resources for the IJWD to contribute to articles	ST	In Progress	BOD	
<input checked="" type="checkbox"/> GOAL: Enhance the existing outreach programs (Play safe in the sun, Coast-2-Coast)				
Increase funding for outreach programs	MT	Can't Complete	BOD	At this point, it has been determined to allow LaRoche Posay to continue to be the exclusive sponsors. Although they can't support this program at a higher level, they have increased their overall support of WDS with other programs.
Create and promote turnkey Coast-2-Coast Events	ST	Complete	Service Committee	The website has been updated with a toolkit and instructions for members to execute their own events
Create and Implement New programs around outreach.educational campaigns and action-based programs	ST	In Progress	Service Committee	TIPP Women's Shelter Outreach events Launched in June 2018. Regional Groups held 11 Regional Educational Events in 2018 across the US.
PRIORITY IV: Programs and Services Be the indispensable resource for the personal and professional development of members				
<input checked="" type="checkbox"/> GOAL: Enhance and diversify mentorship and preceptorship opportunities for younger and more established members				
Create formalized Mentorship program	MT	Not Started	Mentorship Committee	
Create additional preceptorship opportunities	MT	In Progress	Mentorship Committee	New L'Oreal Day of Discovery launched in 2018.
<input checked="" type="checkbox"/> GOAL: Create a program for teaching updating practice management skills to members				
Promote the Practice Advisory Committee to members	ST	Complete	Practice Advisory Committee	Practice Advisory Committee now has a standard column in the Monthly Newsletter to WDS Members
Create resources on navigating the practice environment for members	MT	Not Started	Practice Advisory Committee	

# WDS Strategic Plan

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Task Name	Duration	Status	Initiative	Actions Taken
- GOAL: Grow the Research/Community Grants program				
Review Academic Research Award criteria and application process	ST	In Progress	Research Grant Committee	Process updated in 2017. In 2020 the award will switch to the Derm Foundation Award.
Determine measurable outcomes for the Research Award Program	ST	In Progress	Research Grant Committee	collecting statistics and created awards annual report for 2016, 2017, and in progress 2018
Evaluate the Career and Community Advancement Award Program	MT	Can't Complete	Service Committee	Award has been discontinued due to funding
- 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	WDS is actively following up with awardees to submit a final report and submit their research to the IJWD.
- GOAL: Continued promotion to enhance networking and collegiality among members				
Increase participation in Regional Groups	ST	Complete	BOD	Membership emails have been scheduled to promote regional group events In 2018 with the Pfizer Sponsorship there were 11 Regional Educational Event across the US
Establish appropriate number of networking opportunities for each region for each year	ST	Complete	BOD	Host one event in each region - in 2018 there was at least 1 event held per region.
Identify active WDS members willing to host events	ST	Complete	BOD	There were 11 Members that hosted Regional Events in 2018, there was interest from other members to host events if funds are available in the future.
Create turnkey Regional networking events for members to host	MT	Complete	Regional Groups Committee	The Regional Group website is updated with a step by step guide to hosting a Regional Event

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# Directory

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## WDS Contact Information

### Women's Dermatologic Society

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Milwaukee, WI 53202

wds@womensderm.org

Phone: 414-918-9887

Fax: 414-272-6070

## WDS Staff Directory

### Jennifer Schulte

Executive Director

[jschulte@womensderm.org](mailto:jschulte@womensderm.org)

### Maggie Gruennert

Meetings Manager

[mgruennert@womensderm.org](mailto:mgruennert@womensderm.org)

### Heather Lesko

Communications Manager

[hlesko@womensderm.org](mailto:hlesko@womensderm.org)

### Deedee Mader

Membership Manager

[dmader@womensderm.org](mailto:dmader@womensderm.org)

### Kim Schechter

Program & Administrative Manager

[kschechter@womensderm.org](mailto:kschechter@womensderm.org)

### Kay Whalen

Consulting Partner

[kwhalen@execinc.com](mailto:kwhalen@execinc.com)

# **Directory**

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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

Deputy Chair: Kathryn Schwarzenberger, MD 2019-2020

Staff Liaison: Kim Schechter, Program & Administrative Manager

Members:

Ilona Frieden, MD 2017-2020

Lisa Garner, MD 2017-2020

Maria Hordinsky, MD 2017-2020

Lorraine Young, MD 2018-2021

Isha Narang, MD 2019-2022

Lia Gracey Maniar, MD 2019-2022

M. Laurin Council, MD 2019-2022

#### **Research Grant Committee**

Chair: Lara Rosenbaum, MD, MHS 2019 - 2021

Staff Liaison: Kim Schechter, Program & Administrative Manager

Members:

Shari Lipner, MD 2018-2021

Niroshana Anandasabapathy, MD 2018-2021

Priya Zeikus, MD 2018-2021

Victoria Kazlouskaya, MD 2018-2021

Emily Chu, MD 2018-2021

Colby Evans, MD 2019-2022

Diane Bolotin, MD 2019-2022

Mary Stevenson, MD 2019-2022

### **Communications Council**

Chair: Shadi Kourosh, MD 2017-2020

#### **Editorial Committee**

Chair: Ronda Farah, MD 2018-2020

Deputy Chair: TBD

Staff Liaison: Heather Lesko, Communications Manager

Members:

Kate Oberlin, MD 2017-2020

Jennifer Sorrell, MD 2017-2020

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Shilipi Khetarpal, MD 2018-2021  
Samantha Schneider, MD 2018-2021  
Azeen Sadeghian, MD 2018-2021  
Shawna Flanagan, MD 2018-2021  
Cather Mckay, MD 2019-2022  
Shadi Damanpour, MD 2019-2022

## **Media Relations Committee**

Chair: Neil Sadick, MD, FACP 2018-2020  
Deputy Chair: Rebecca Tung, MD 2018-2020  
Staff Liaison: Heather Lesko, Communications Manager

Members:

Cheryl Burgess, MD 2017-2020  
Nada Elbuluk, MD 2017-2020  
Erin Gilbert, MD 2017-2020  
Mona Gohara, MD 2017-2020  
Kavita Mariwalla, MD 2017-2020  
Mara Weinstein Velez, MD 2018-2021  
Kaichu Lee, MD 2018-2021

## **Social Media Committee**

Chair: Hassan Galadari, MD 2018-2020  
Deputy Chair: Alyx Rosen, MD 2019-2020  
Staff Liaison: Heather Lesko, Communications Manager

Members:

Emily de Golian, MD 2017-2020  
Elizabeth Houshmand, MD 2018-2021  
Oma Agbai, MD 2018-2021  
George Kroumpouzos, MD 2018-2021  
Kimberly Jerdan, MD 2019-2022  
Renata Dalla Costa, MD 2019-2022

## **Events Council**

Chair: Latanya Benjamin, MD 2019-2022

## **Fundraising Committee**

Chair: Adelaide Hebert, MD 2017-2020  
Staff Liaison: Jennifer Schulte, Executive Director

Members:

Alison Ehrlich, MD 2017-2020  
Heidi Prather, MD 2018-2021

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Patty Farris, MD 2018-2021  
Laurence Green, MD 2019-2022  
Linda Stein Gold, MD 2019-2022

## **Program Committee (1 year terms)**

Staff Liaison: Maggie Gruennert, Meetings Manager

### **ACMS Committee**

M. Laurin Council, MD  
Christine Schafer, MD

### **SID Committee**

Niroshana Anandasabapathy, MD  
Elizabeth Damstetter, MD

### **ASDS Committee**

TBD

### **IVWG Committee**

TBD

### **Annual Meeting Committee**

TBD

## **Finance Council**

Chair: Murad Alam, MD 2017-2020

### **Finance & Investment Committee**

Chair: Bethanee Schlosser, MD, PhD 2019-2020  
Staff Liaison: Jennifer Schulte, Executive Director

Members:

David Pariser, MD 2017-2020  
Jane Grant-Kels, MD 2018-2021  
Susan Weinkle, MD 2018-2021  
Adam Rubin, MD 2018-2021  
Meghan Feely, MD 2019-2022

## **Governance Council**

Chair: Deborah MacFarlane, MD 2019-2022

### **Audit Committee**

Chair: Sandra Read, MD 2017-2020  
Staff Liaison: Jennifer Schulte, Executive Director

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Members:

Joyce Rico, MD 2019-2022

Elizabeth McBurney, MD 2019-2022

Kelly Park, MD 2019-2022

## **Bylaws Committee**

Chair: Cyndi Yag-Howard, MD 2019-2021

Staff Liaison: Jennifer Schulte, Executive Director

Members:

Kathleen Hectorne, MD 2017-2020

Mary Maloney, MD 2019-2022

Pearl Grimes, MD 2019-2022

Molly Hinshaw, MD 2019-2022

Kavita Mariwalla, MD 2019-2022

## **Ethics Committee**

Chair: Lindsay Ackerman, MD 2019-2021

Staff Liaison: Jennifer Schulte, Executive Director

Members:

Frankie Rholdon, MD 2017-2020

Rivka Stone, MD 2017-2020

Alex Means, MD 2019-2022

Stephen Stone, MD 2019-2022

## **Organizational Structure Committee**

Chair: Bethanee Schlosser, MD, PhD 2018-2020

Deputy Chair: Allison Truong, MD 2019-2020

Staff Liaison: Kim Schechter, Program & Administrative Manager

Members:

Rachel Pritzker, MD 2017-2020

Kelly Tyler, MD 2018-2021

Michael Ming, MD 2018-2021

Lara Rosenbaum, MD 2019-2022

## **Leadership Development/Mentorship Council**

Chair: Molly Hinshaw, MD 2018-2020

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

### **Mentorship Committee**

Chair: Emily Chu, MD 2019-2021

Staff Liaison: Kim Schechter, Program & Administrative Manager

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Members:

Lucia Diaz, MD 2017-2020  
Charlene Lam, MD 2017-2020  
Nikki Pritchett, MD 2017-2020  
Karen Edison, MD 2018-2021  
Miriam Bettencourt, MD 2018-2021  
Shari Ochoa, MD 2018-2021  
Lisa Chipps, MD 2018-2021  
Elizabeth Bailey, MD 2019-2022  
Kari Baumgartner Martin, MD 2019-2022  
Kelly Cha, MD 2019-2022

## **Practice Advisory Committee**

Chair: Mark Kaufmann, MD 2019-2021  
Staff Liaison: Heather Lesko, Communications Manager

Members:

Jeanette Black, MD 2017-2020  
Monica Li, MD 2017-2020  
Elizabeth Long, MD 2017-2020  
Arlene Ruiz De Luzuriaga, MD 2017-2020  
Lori Fiessinger, MD 2019-2022  
Margo Weishar, MD 2019-2022  
Mona Sadeghpour, MD 2019-2022

## **Legacy Council**

Chair: Deidre Hooper, MD 2017-2020  
Vice Chair: Mona Gohara, MD 2019-2020  
Vice Chair Financial: Keith Greathouse 2019-2022  
Staff Liaison: Maggie Gruennert, Meetings Manager

Members:

Elizabeth McBurney, MD 2017-2020  
Susan Weinkle, MD 2017-2020  
Charles Stiefel, MD 2018-2021  
Latanya Benjamin, MD 2018-2021  
Seemal Desai, MD 2019-2022  
Erin Gilbert, MD 2019-2022  
Frankie Rholdon, MD 2019-2022

Advisors:

Janet Hickman, MD  
Diane Berson, MD

# **Directory**

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Valerie Callender, MD

## **Membership Council**

Chair: Lucille White, MD 2019-2020

### **International Sections Committee**

Chair: Branka Marinovic, MD, PhD 2019-2021 (Croatia)

Staff Liaison: Deedee Mader, Membership Manager

Members:

Latika Arya, MD 2017-2020 (India)

Pegah Ceric-Dehdari, MD 2017-2020 (UAE)

Ncoza Dlova, BChB, FCDerm, PhD 2017-2020 (South Africa)

Margarita Larralde, MD 2017-2020 (Argentina)

Hagit Matz, MD 2017-2020 (Israel)

Susan Poelman, MD, MSc 2017-2020 (Canada)

Vermen Verallo-Rowell, MD 2017-2020 (Philippines)

Aikaterini Patsatsi, MD 2018-2021 (Greece)

Magdalena Zychowska, MD 2018-2021 (Poland)

Isha Narang, MD 2019-2022 (India)

Esraa Mohammed Ali, MD 2019-2022 (Egypt)

Nancy Todes-Taylor, MD 2019-2022 (Australia)

Advisors:

Dedee Murrell, MA, BM, MD, FRCP, FACD (Australia)

Rashmi Sarkar, MD, MNAMS (India)

Evangeline Handog, MD (Philippines)

## **Membership Committee**

Chair: Shari Lipner, MD 2019-2021

Staff Liaison: Deedee Mader, Membership Manager

Members:

Vineet Mishra, MD 2017-2020

Kari Baumgartner Martin, MD 2018-2021

Christina Correnti, MD 2018-2021

Monica Li, MD 2018-2021

Amber Atwater, MD 2018-2021

Alex Means, MD 2019-2022

## **Residents, Fellows, & Young Physicians Committee**

Chair: Kachi Lee, MD, MPH 2018-2020

Deputy Chair: Julia Baltz, MD 2018-2020

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Staff Liaison: Deedee Mader, Membership Manager

Members:

Rawaa Almukhtar, MD 2017-2020  
Isabela Jones, MD 2017-2020  
Tracey Liebman, MD 2017-2020  
Shari Lipner, MD 2017-2020  
Patricia O'Conner, MD 2017-2020  
Heidi Prather, MD 2017-2020  
Shari Ochoa, MD 2018-2021  
Megan Casady, MD 2018-2021  
Mara Weinstein Velez, MD 2018-2021  
Jennifer Mancuso, MD 2018-2021  
Lindsay Goddard, MD 2019-2022  
Liza Braun Levin, MD 2019-2022  
Maira Fonseca, MD 2019-2022  
Sanna Ronkainen, MD 2019-2022  
Molly Stout, MD 2019-2022

## **Service & Regional Networking Council**

Chair: Ashley Wysong, MD, MS 2019-2022

### **Disaster Support Committee**

Chair: Afsaneh Alavi, MD 2019-2021

Staff Liaison: Maggie Gruennert, Meetings Manager

Members:

Maryam Asgari, MD 2017-2020  
Zelma Chiesa Fuxench, MD 2017-2020  
Laurin Council, MD 2017-2020  
Julie Karen, MD 2017-2020  
Linda Susan Marcus, MD 2017-2020  
Melissa Piliang, MD 2017-2020  
Nikki Pritchett, MD 2017-2020  
Syril Kenna Que, MD 2017-2020  
Stephen Stone, MD 2017-2020  
Anne Truitt, MD 2017-2020  
Carmen Myrie Williams, MD 2017-2020

### **Regional Group Committee**

Chair: Emily Keimig, MD 2018-2020

Staff Liaison: Maggie Gruennert, Meetings Manager

Members:

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Karen Edison, MD 2018-2020  
Mamino Turegano, MD 2018-2020  
Latanya Benjamin, MD 2018-2020  
Nancy Ryan 2018-2021  
Elsa Taicher Saunier 2018-2021  
Syril Kenna Que, MD 2018-2021  
Skylar Souyoul, MD 2018-2021  
Eden Lake, MD 2019-2022  
Tiffany Libby, MD 2019-2022  
Jessie (Zhe) Hou, MD 2019-2022  
Marlyanne Pol-Rodriguez, MD 2019-2022

## **Service Committee**

Chair: Ashley Wysong, MD 2017-2020  
Deputy Chair: Courtney Green Book, MD 2019-2020  
Staff Liaison: Kim Schechter, Program & Administrative Manager

### Members:

Sara Ferguson, MD 2017-2020  
Andrea Suarez, MD 2017-2020  
Joanna Walker, MD 2017-2020  
Monica Li, MD 2018-2021  
Aimee Coscarart, MD 2018-2021  
Misha Miller, MD 2018-2021  
Cindy Bae, MD 2018-2021  
Laurin Council, MD 2018-2021  
Tej Mudigonda, MD 2019-2022  
Kristina Liu, MD 2019-2022  
Melissa Shive, MD 2019-2022

## **Past Presidents Advisory**

Chair: Mary Maloney, MD 2019-2020  
Staff Liaison: Jennifer Schulte, Executive Director

### Members:

Wilma Bergfeld, MD  
E. Dorinda Shelley, MD  
Wesley King Galen, MD  
Lynn Drake, MD  
Barbara Gilchrest, MD  
June Robinson, MD  
Nia Terezakis, MD, FACP  
Marcia Tonnesen, MD, FAAD  
Gloria Graham, MD

## **Directory**

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Barbara Reed, MD  
Boni Elewski, MD  
Stephanie Pincus, MD  
Susan Weinkle, MD  
Lenore Kakita, MD  
Marianne O'Donoghue, MD  
Sandra Read, MD  
Jean Bologna, MD  
Elizabeth McBurney, MD  
Mary Lupo, MD  
Suzanne Connolly, MD  
Wendy Roberts, MD  
Lisa Garner, MD  
Diane Berson, MD  
Janet Hickman, MD  
Amy Paller, MS, MD  
Valerie Callender, MD  
Kathleen Hectorne, MD  
Adelaide Hebert, MD

### **Nominating Committee**

Chair: Kathleen Hectorne, MD 2019-2020  
Staff Liaison: Jennifer Schulte, Executive Director

#### Members:

Mary Maloney, MD 2019-2022  
Adelaide Heber, MD 2018-2021  
Deirdre Hooper, MD 2019-2022

### **IJWD Committee**

Chair: Murad Alam, MD 2018-2020  
Staff Liaison: Heather Lesko, Communications Manager

#### Members:

Wilma Bergfeld, MD 2018-2021  
Jane Grant-Kels, MD 2018-2021  
William James, MD 2018-2021  
Barbara Mathes, MD 2018-2021