



Councils & Committees

2020-2021 Reference Manual

Councils & Committees

2020-2021 Reference Manual

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About the WDS

About the Women's Dermatologic Society

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

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

Mission Statement

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

Vision Statement

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

Wilma F. Bergfeld, MD – WDS Founding President

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

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

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

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

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

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

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

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

Wilma F. Bergfeld, MD – WDS Founding President

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

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

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

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

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Fundamentals of Participation

General Expectations

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

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

Attendance Expectations

Committee members have a responsibility to participate in the work of their committee. Committee members are expected to RSVP regarding their attendance at and participation in committee meetings. If a committee member misses three or more meetings of the committee (face-to-face, conference call, or electronic) per year of service, 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 the Confidentiality and Responsibility Agreement, the WDS Board of Directors may remove the member in question from their term of service and appoint a replacement committee member.

Disclaimer

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

Fundamentals of Participation

Confidentiality

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

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

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

Name: _____

Committee/Task Force: _____

Signed: _____

Date: _____

Fundamentals of Participation

Conference Call Guidelines

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

- 1. Each member should "Accept" or "Decline" the calendar invite sent to him/her from the staff.**
Responding to the meeting invitation will allow staff to communicate with the Committee Chair regarding conference call participation.
- 2. Prior to the call, each member should review the agenda and supporting materials.**
The conference call number and access pin should be handy in order to facilitate timely access to the call. Timeliness for all members is essential to ensuring that committee business can begin in a timely fashion. Please communicate directly with the staff liaison and Committee Chair if your plans for conference call participation change at any time. Individuals who are slated to speak and lead discussion about agenda items should anticipate potential questions and provide a plan for response.
- 3. Each committee member should mute his/her phone when not speaking.**
To help avoid distracting sounds, conversations, or noises that are not applicable to the conference call.
- 4. Prior to speaking during the call, each member should state his/her name as a means of identification/introduction.**
Identification of each speaker by name can help to provide context for comments and discussion.
- 5. Before speaking, each member should wait for the previous person to finish talking.**
Given the lack of visual cues, multiple individuals may talk simultaneously during conference calls. Members may try to minimize this by waiting for a pause in the discussion before starting to speak. When multiple individuals do speak simultaneously, the Chair should strive to recognize all parties and designate an order for participation/contribution.
- 6. Each member is expected to focus his/her entire attention completely on the conference call for its full duration.**
When you call in to a conference call there are a million distractions in front of you: emails in your inbox, coworkers asking questions, work piling up on your desk, office chat programs, etc.
- 7. If calling from a cell phone, please strive to have good cell reception.**
Please discreetly notify the Committee Chair if you lose service/drop the call when are actively speaking and need to regain access.

Since life is too short to be serious all the time, we recommend watching the following video: "A Conference Call in Real Life"- Tripp and Tyler

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

Fundamentals of Participation

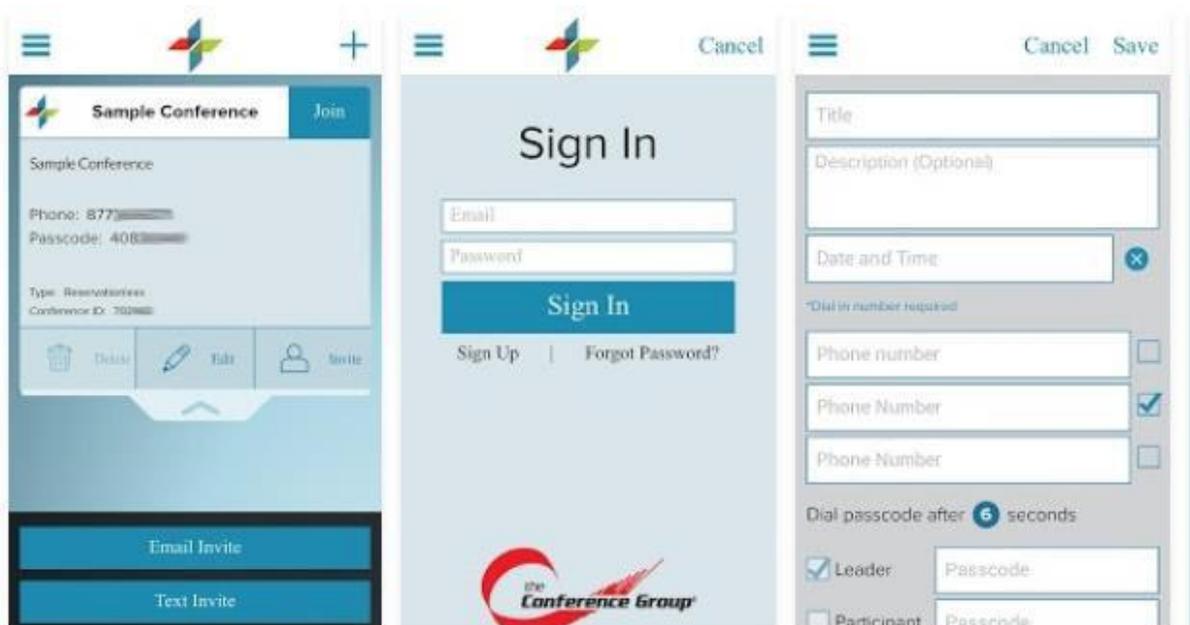
Conference Call Phone App

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

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



You will be able to set up multiple conference groups, and can set title, date, and time if you desire. When adding the passcode, be sure to NOT include the pound sign (#) after the code, it will be added automatically.



Fundamentals of Participation

Robert's Rules of Order-Summary Version

What Is Parliamentary Procedure?

Parliamentary Procedure 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?

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

Organizations using parliamentary procedure usually follow a typical order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. 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. Any subsidiary motion is voted on before the related main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions. Incidental motions must be considered before the other motion.

Fundamentals of Participation

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise (if in person) and address the Chair by saying, "Mr./Ms. Chairman, or Mr./Ms. President."
 - c. Wait until the Chair recognizes you.
2. Making a 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 subject.
3. Wait for Someone to Second the Motion
4. Another member will second the motion or the Chair will call for a second.
5. If there is no second to the motion, the motion is lost/dead.
6. If there is a second to the motion, the Chair States the Motion
 - a. The Chair will say, "it has been moved and seconded that we ..." Thus placing the motion before the membership for consideration and action.
 - b. The membership then either debates the motion or may move directly to a vote.
 - c. Once the motion is presented to the membership by the Chair, it becomes "assembly property" and cannot be changed by the person who initially made the motion without the consent of the other members.
7. Expanding on the Motion
 - a. The time for you to speak in favor of a motion occurs after the motion has been made and seconded, during discussion.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the Chair.
 - 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 Chair.
8. Putting the Question to the Membership
 - a. During/after discussion, the Chair asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move, the previous question may be adapted.

Voting on a Motion:

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

1. **By Voice** -- The Chair asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. **By Roll Call** -- Each member answers "yes" or "no" as his/her name is called. This method is used when a record of each person's vote is required.
3. **By General Consent** -- When a motion is not likely to be opposed, the Chair says, "if there is no objection ..." The membership shows agreement by their silence; however if one member says, "I object," then the item must be put to a vote.

Fundamentals of Participation

4. **By Division** -- This is a slight variation of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. **By Ballot** -- Each member writes her/his vote on a slip of paper which is then collected and tallied by the Chair. This method is used when secrecy is desired.

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

1. **Motion to Table** -- This motion is often used in the attempt to "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 a motion to test their strength without an actual vote being taken. Also, after a motion to postpone indefinitely is made, debate is once again open on the main motion.

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

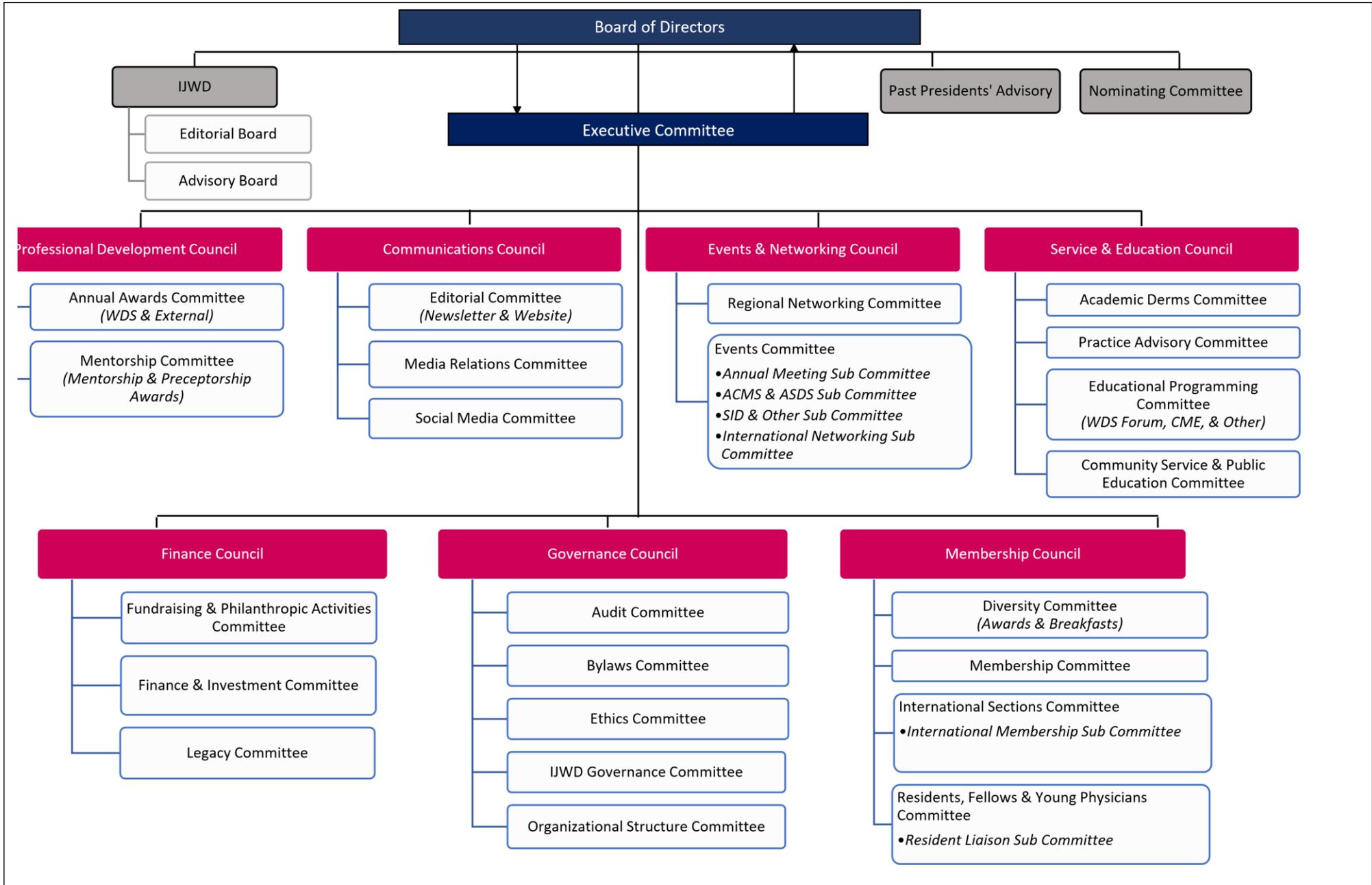
1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

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

Visit their website for additional information.

WDS Organizational Chart



WDS Organizational Chart

Council & Committee Listing

If you would like to review a Council or Committee in detail, please page down for further information.

- **Professional Development Council**
 - Annual Awards
 - Mentorship

- **Communications Council**
 - Editorial
 - Media Relations
 - Social Media

- **Events and Networking Council**
 - Regional Networking
 - Events (Annual Meeting, ACMS, ASDS, SID, International Networking Sub Committee)

- **Finance Council**
 - Finance & Investment
 - Fundraising & Philanthropic Activities
 - Legacy Committee

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

- **Service & Education Council**
 - Academic Derms
 - Practice Advisory
 - Educational Programming
 - Community Service & Public Education

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

WDS Organizational Chart

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

- Nominating Committee
- Past President Advisory Committee
- IJWD Council
 - Editorial Board
 - Advisory Board

Councils & Committees General Purpose

General Purpose

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

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

Council & Committee Listing

- Professional Development Council (Committees: Annual Awards (WDS & External) & Mentorship)
- Communications Council (Committees: Editorial, Media Relations & SocialMedia)
- Events & Networking Council (Committees: Regional Networking, Events)
- Service & Education Council (Committees: Academic Derms, Practice Advisory, Educational Programming, Community Service & Public Education)
- Finance Council (Committees: Fundraising & Philanthropic Activities, Finance & Investment, Legacy)
- Governance Council (Committees: Audit, Bylaws, Ethics, IJWD Governance, Organizational Structure)
- Membership Council (Committees: Diversity; Membership; International Sections; Residents, Fellows, & Young Physicians)

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

- Nominating Committee
- Past Presidents’ Advisory Committee
- IJWD (Editorial Board, Advisory Board)

Councils & Committees – Responsibilities & Objectives

Board Liaison (previously Council Chair)

Board Liaison Appointments

- Must be WDS members in good standing.
- The President-elect appoints the Deputy Board Liaisons. The Deputy Board Liaisons may progress to Board Liaison within the same Council.
- Board Liaisons and Deputy Board Liaisons are current Board of Director members.
 - The Treasurer serves as the Board Liaison of the Finance Council.
 - The Secretary serves as the Board Liaison of the Governance Council.
 - The Vice President will oversee all of the Councils.

Objectives of Board Liaisons

- To improve communication between the Board of Directors and Committees within WDS.
- To help facilitate Committee work, especially when there is a need for Board of Directors support or approval.
- To help identify any concerns raised at the committee level 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.

Board Liaison 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 that these align with the WDS Strategic Plan.
- Ensure the Committee Chair understands your role; Board Liaisons 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 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 Board Liaison on communications with the Committee Chair level so that they are kept updated on activities. The Deputy Board Liaison should be ready to assist or share duties of the Board Liaison as needed.

Councils & Committees – Responsibilities & Objectives

- Participate in committee activities in an advisory capacity:
 - The Board Liaison should actively reach out to help the committee to be productive.
 - The Board Liaison should only act in an advisory role; he/she is not part of the committee nor should he/she participate in the committee's work.
 - Monitor the level of committee involvement and ensure they are on target to reach their goals. Provide advice as needed. Help establish task deadlines as needed to meet Board deadlines.
 - Work closely with the Committee Chair to ensure that the committee goals align with the overall WDS Strategic Plan.
 - Attend the first committee meeting of the new term (typically April/May) to introduce yourself to new committee members and explain your function. Attend other committee conference calls as possible.
 - Attend the Vice President's orientation 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 Board Liaison (previously Deputy Council Chair)

Deputy Board Liaison Appointments

- Must be WDS members in good standing.
- The President-elect appoints the Deputy Board Liaisons. The Deputy Board Liaison will progress to Board Liaison within the same Council.
 - The Treasurer serves as the Board Liaison of the Finance Council.
 - The Secretary serves as the Board Liaison of the Governance Council.
 - The Vice President will oversee all of the Councils.

Objectives of Deputy Board Liaison

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

Deputy Board Liaison Responsibilities

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

Councils & Committees – Responsibilities & Objectives

Committee Chair

Committee Chair Appointments

- Must be WDS members in good standing.
- The President-elect appoints the Deputy Committee Chairs. Input is sought from the Board Liaison 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.
- Member must be serving (or have served previously) on the committee to be appointed Deputy Committee Chair/Committee Chair.

Committee Chair Responsibilities

- Provide open communication for the committee with the Board Liaison.
- Prior to the new term each year, provides the Board Liaison with the committee purpose/mission and goals.
- On a regular basis, and at least once a year, initiates 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. The Chair assigns any “action” items that come from the meeting to Committee members and ensures that 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 engagement/involvement of Committee Members and communicate any concerns to the Board Liaison.
- Prior to committee appointments (typically in November), make any recommendations for committee members/chairs to the Board Liaison, President-elect, and Executive Director via email.

Deputy Committee Chair

Deputy Committee Chair Appointments

- Members must be WDS members 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.
- Member must be serving (or have served previously) on the committee to be appointed Deputy Committee Chair.

Deputy Committee Chair Responsibilities

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

Councils & Committees – Responsibilities & Objectives

Committee Member

Committee Member Appointments

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

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 attendance at/participation in 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) per year of service, 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. Staff support committee work and answer questions.
- Participate in the annual committee member "post-survey" because your opinion matters!

Advisors

Advisor Appointments

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

Advisor Responsibilities

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

Councils & Committees – Responsibilities & Objectives

Standing Committees

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

Committees Directly Reporting to the Board of Directors

Executive Committee

Purpose & Composition: The officers of the Society will consist of a President, President- elect, Vice President, Secretary, Treasurer, and Immediate Past President. The 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.

Staff Liaison: Executive Director, Kris Haskin

Past Presidents' Advisory Committee

Purpose Statement:

- To support and advise the President, Executive Committee, and Board of Directors;
- To ensure that WDS leadership maintains continuity of our Mission;
- To serve as historic memory for the Society.
- 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; there are no term limits for members.

Staff Liaison: Executive Director, Kris Haskin

Councils & Committees – Responsibilities & Objectives

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.

- 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 e-blast 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 (2) candidates 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 four (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;

Councils & Committees – Responsibilities & Objectives

- 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 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.

Staff Liaison: Executive Director, Kris Haskin

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

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

Composition: The Editorial Board shall be composed of no fewer than 15 and no more than 30 members. The Editorial Board will consist of 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.

Councils & Committees – Responsibilities & Objectives

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.
- 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.

Staff Liaison: Communications Manager, Heather Lesko

Councils & Committees – Responsibilities & Objectives

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

Duties of the International Advisory Board Members:

1. Advisory Board Members will be required to be members in good standing of the WDS. Please see categories of membership at <https://www.womensderm.org/membership/>.
2. Advisory Board Members will act as ambassadors for our journal. They will promote the journal through using the IJWD promotion slide at the end of lectures when appropriate, encourage their colleagues to publish in our journal and solicit manuscripts, visit the website at least once a quarter to familiarize themselves with each issue, and promote the journal within their departments.
3. Advisory Board Members will be asked to be active and engaged reviewers for the journal when invited.
4. Advisory Board Members will be asked to attend an annual 1-hour phone conference call.

Staff Liaison: Communications Manager, Heather Lesko

Councils & Committees – Responsibilities & Objectives

Professional Development Council Committees

Annual Awards Committee

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

Goals:

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. 9-11 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, she/he shall abstain from the voting process.

Staff Liaison: Program & Administrative Manager, Ainsley Morley

Mentorship Committee

Purpose Statement: The Mentorship Committee promotes the concept of mentorship within the WDS by facilitating the establishment of long-term relationships between mentors and mentees and promoting projects with a clearly 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

Councils & Committees – Responsibilities & Objectives

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 Additional 4th or 5th year.

Staff Liaison: Program & Administrative Manager, Ainsley Morley

Communications Council Committees

Editorial Committee

Purpose Statement: The Editorial Committee will oversee the production of the Women's Dermatologic Society's newsletter 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

Councils & Committees – Responsibilities & Objectives

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
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.).

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

Staff Liaison: Communications Manager, Heather Lesko

Councils & Committees – Responsibilities & Objectives

Events & Networking Council Committees

Regional Networking Committee

Purpose Statement: The Regional Networking 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 Networking 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 MacGillis

Events Committee

Purpose Statement: The Events 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 Annual Meeting & Luncheon, and networking events at the ACMS, SID, ASDS and Other 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

Staff Liaison: Meetings Manager, Maggie MacGillis

Notes: An individual from the future city site of the AAD Annual Meeting shall be added to the committee at least two (2) years prior to the meeting being held in that city.

Councils & Committees – Responsibilities & Objectives

Finance Council Committees

Fundraising & Philanthropic Activities Committee

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

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

Member Skills/Area of Emphasis:

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

Staff Liaison: Executive Director, Kris Haskin

Finance & Investment Committee

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

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

Composition: The Finance & Investment 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, Kris Haskin

Councils & Committees – Responsibilities & Objectives

Legacy Committee

Purpose Statement: The Mission of the Legacy Committee 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 WDS Legacy Fund will follow the defined WDS Legacy Fund Investment Policy that is currently handled by Raffa Wealth Management and approved by WDS Board of Directors.
- The WDS Legacy Fund has general parameters for disbursement.
- Donors for the Legacy Fund will have a cumulative donor amount and will be differentiated by the “Rose Color”.
- Staff, WDS leadership, Legacy Committee members will make sure that all marketing information from WDS will have information on donating to the Legacy Fund and to the Legacy Committee 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 Event to highlight the success and accomplishments of the WDS while raising funds to secure our future. Each year the WDS honors one of our members who has been a true advocate and leader to both the WDS and the field of Dermatology. The following WDS Members have been honored at past Legacy Celebrations.
 - 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
 - 2020/2021- 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 Committee. 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 Committee Chair and subject to approval by the WDS Board of Directors.

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

Councils & Committees – Responsibilities & Objectives

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, Kris Haskin

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, Kris Haskin

Ethics Committee

Purpose Statement: To review any issues of concern delegated to the committee by the Board of Directors or the Executive Committee. To assist 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, Kris Haskin

Councils & Committees – Responsibilities & Objectives

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.

Composition: The Organizational Structure Committee should be made up of 5 members. The Vice President will serve as the Chair of the Organizational Structure Committee for 1 year followed by a 1-year term as Advisor. 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, Ainsley Morley

International Journal of Women's Dermatology (IJWD) Governance 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

Staff Liaison: Executive Director, Kris Haskin

Councils & Committees – Additional Committees & Task Forces

Service & Education Council Committees

Academic Dermatologists Committee

More information to come.

Composition: The Academic Dermatologists 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:

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

Staff Liaison: Executive Director, Kris Haskin

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:

2. Create one tweet a month (two tweets from each member)
3. 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

Community Service & Public Education Committee

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

Councils & Committees – Additional Committees & Task Forces

Goals:

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

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

Member Skills/Area of Emphasis:

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

Staff Liaison: Program & Administrative Manager, Ainsley Morley

Educational Programming

More information to come.

Membership Council Committees

Diversity Committee

Purpose Statement: The Diversity Committee is committed to diversity, equity, and inclusion in the field of dermatology. This committee is focused on addressing the unacceptably low percentage of under-represented minorities (URM) in medicine in the field of dermatology. The Committee meets quarterly to address the committee's goals.

More information to come.

Membership Committee

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

Goals:

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

Councils & Committees – Additional Committees & Task Forces

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

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

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

Staff Liaison; Membership Manager, Mary Baierl

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, Mary Baierl

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

Councils & Committees – Additional Committees & Task Forces

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, Mary Baierl

Directory

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