



American Society of Ophthalmic Plastic and Reconstructive Surgery

COMMITTEE AND WORKGROUP CHARTERS OF THE AMERICAN SOCIETY OF OPHTHALMIC PLASTIC AND RECONSTRUCTIVE SURGERY, INC.

Definitions

Chartering a committee or workgroup means the board is formally authorizing its existence and setting parameters for how it will function within ASOPRS.

Committee Meetings. A Committee meeting may be held annually or as necessary; the work of a Committee may not require a meeting. If a Committee meets, it will be in keeping with Bylaws Articles X and XI to ensure IRS 990 501c6 transparency in governance.

Workgroup Meetings. Workgroups are not required to meet as their tasks may not require formal meetings. If they do meet, they are not bound by Bylaws Article X and XI.

Workgroup and Committee Meetings are open to all members, the Executive Director, and to any other person invited to attend. Invited guests have no vote.

Successive Terms. Unless otherwise indicated in the charter, Chairs and members may serve successive terms.

~~~~~COMMITTEES~~~~~

Ethics Committee Charter

Purpose. To address inquiries and complaints regarding the Bylaws, Policies and Procedures and Rules of the Society.

Primary Responsibilities:

- A. Investigate alleged infractions (Complaints) by Members and make recommendations to the Board regarding investigation, and disciplinary action if appropriate.
- B. Address Inquiries and provide an interpretive opinion regarding how one or more portions of Governing Documents apply to a particular set of facts or for interpretation or clarification of one or more portions of Governing Documents.
- C. Review charter and Code of Ethics annually and propose changes to the Board.

Composition. Composed of a Chair, Immediate Past Chair, Assistant Chair, Vice President and at least three (3) members.

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Chair Qualifications. Chair shall have been a Member for at least (10) years; served in elected or appointed roles for at least three (3) consecutive years within the last six (6) years of appointment; and served as a member of the Ethics Committee.

Committee Member Qualifications. Members shall have been a Member for at least (10) years; served in elected or appointed roles for at least three (3) consecutive years within the last six (6) years of the appointment.

Assistant Chair Qualifications and Term. The Assistant Chair shall have served on the Committee for at least three (3) years.

Chair and Member Terms. Chair, Assistant Chair, Immediate Past Chair, and members shall serve a term of three (3) years and may be appointed to an additional three (3) year term. The Vice President shall serve during their time in Office.

Chair Vacancy. The Assistant Chair will take the place of the Chair, should the Chair be unable or unwilling to serve.

Governance Committee Charter

Purpose. To review, interpret, and recommend amendments to the Governing Documents of the Society.

Primary Responsibilities:

- A. Review, interpret, and recommend amendments to the Bylaws to the Board of Directors.
- B. Review, interpret, and recommend amendments to any other Governing Document of the Society as needed, or whenever requested by the Board of Directors.
- C. Review charter and policies annually and propose changes to the Board.

Composition and Qualifications. Composed of five (5) Members:

1. Immediate Past President, Chair
2. President
3. President-Elect
4. Vice President
5. Member for twenty (20) years or more, who has previously served on the Board of Directors.

Chair Qualifications and Term. The Chair shall be the Immediate Past-President and serve during their time in Office.

Member Qualifications and Term. Ex-officio members serve during their time in Office; Member serves a two (2) year term.

Marketing Committee Charter

Purpose. Guide, and oversee strategies that enhance ASOPRS' visibility, reputation, and engagement with

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the public and medical professionals.

Primary Responsibilities:

- A. Guide and oversee an annual comprehensive marketing strategy.
- B. Ensure the accuracy of medical and clinical information in externally facing Society communications and materials. Submit an annual report to the Board summarizing its activities, achievements, and recommendations.
- C. Review charter and policies annually and propose changes to the Board.

Committee Composition. Chair, Vice President, Finance Director, Podcast Workgroup Chair, Journal Social Media Rep, and up to seven (7) members.

Chair Qualifications: The Chair shall have served on the Committee.

Chair Term. The Chair shall serve a three (3) year term and may be appointed to an additional three (3) year term.

Member Qualifications. Members shall ideally have experience with private practice or institutional marketing initiatives.

Member Term: Members shall serve a three (3) year term and may be appointed to an additional three (3) year term. The Finance Director and Podcast Workgroup Chair shall serve during their time in office. The Journal Social Media Rep will serve a three (3) year term and may be appointed to an additional three (3) year term.

Nominating Committee Charter

Purpose. Identify, evaluate, and recommend individuals for board leadership positions.

Primary Responsibilities:

- A. Identify and evaluate candidates to serve on the Board of Directors.
- B. Prepare a slate of qualified candidates to recommend to the Board.
- C. Review charter, policy and procedure annually and propose changes to the Board. Per Bylaws, Board approves nomination policy and committee procedures.

Composition and Qualifications. Composed of five (5) Members:

- 1. Immediate Past-President, Chair
- 2. Current Director-Officer
- 3. Previous Board Member who served 4-10 years ago and is a Member for twenty (20) years or more
- 4. Member for ten (10) years or more
- 5. Member for fewer than ten (10) years
- 6. Ethics Committee Chair (non-voting position)

Chair Qualifications. The Chair shall be the Immediate Past-President.

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Chair and Member Term. Chair and members serve for one (1) year. The Ethics Committee Chair serves during their time in Office.

Restrictions. Current members of the Nominating Committee are not eligible for nomination to elected office.

~~~~~COMMITTEES WITH SUB-WORKGROUPS~~~~~

**Continuing Education Committee Charter**

**Purpose.** Strategic oversight of continuing education initiatives.

**Primary Responsibilities:**

- A. Develop and oversee non-CME continuing education initiatives. .
- B. Oversee educational collaborations with other organizations.
- C. Submit an annual report to the Board summarizing committee and workgroup activities, achievements, and recommendations.
- D. Review committee and workgroup charter and policies annually and propose changes to the Board.

**Composition.**

- 1. Continuing Education Director, Chair
- 2. Immediate Past Continuing Education Director
- 3. OPS Education Center Workgroup Chair
- 4. Podcast Workgroup Chair
- 5. SASOPRS Workgroup Chair
- 6. YASOPRS Workgroup Chair
- 7. Global Outreach Workgroup Chair

**Chair Qualifications and Terms.** The Chair shall be the Continuing Education Director; shall serve during their time in Office.

**Member Qualifications and Terms.** Ex-officio members serve during their time in Office.

**Young ASOPRS (YASOPRS) Workgroup Charter**

**Purpose.** Develop continuing education relevant to Members in the first eight (8) years of practice.

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**Primary Responsibilities:**

- A. Plan and implement educational events relevant to members in the first eight (8) years of practice, held during the Fall Scientific Symposium.
- B. Submit an annual report to the Continuing Education Director summarizing its activities and achievements.

**Composition.** Composed of a Chair, Continuing Education Director and at least five (5) members.

**Chair Qualifications and Term.** In practice eight (8) years or less and have served on the Workgroup; shall serve a two (2) year term.

**Member Qualifications and Term.** The Continuing Education Director shall serve during their time in Office. Members shall be in practice eight (8) years or less; shall serve a two (2) year term.

**Successive Terms.** Members are limited to one term and may not serve successive terms.

**OPS Education Center Workgroup Charter**

**Purpose.** Oversee the web-based OPS Education Center.

**Primary Responsibilities:**

- A. Annually update educational content and develop additional content as needed.
- B. Submit an annual report to the Continuing Education Director summarizing its activities and achievements.

**Composition.** Composed of a Chair, Continuing Education Director, and up to 15 members

**Chair Qualifications and Term.** The Chair shall regularly publish in textbooks and/or peer-reviewed journals and have served on the Workgroup; shall serve a two (2) year term and may be appointed to an additional two (2) year term.

**Member Qualifications and Terms.** The Continuing Education Director shall serve during their time in Office. Members shall regularly publish in textbooks and/or peer-reviewed journals; shall serve a two (2) year term and may be appointed to an additional two (2) year term.

**Restrictions.** Chair and members shall not concurrently serve on written or oral entrance exam workgroups and must have at least two years' separation of service between OPS Education workgroup and written or oral entrance exam workgroups.

**Global Outreach Workgroup Charter**

**Purpose.** To interest members in global outreach programs, projects, surgery, and teaching.

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**Primary Responsibilities:**

- A. Develop and oversee a resources webpage on asoprs.org.
- B. Engage in initiatives to provide members with resources and guidance for teaching abroad.
- C. Submit an annual report to the Continuing Education Director summarizing its activities and achievements.

**Composition.**

1. Chair
2. Continuing Education Director
3. Advisor (immediate Past Chair)
4. Foundation Liaison
5. Up to seven (7) members.

**Chair Qualifications and Term.** The Chair shall have served on the Workgroup; shall serve a two (2) year term and may be appointed to an additional two (2) year term.

**Member Qualifications and Terms.** Continuing Education Director shall serve during their time in office; Advisor shall be the Immediate Past Chair; shall serve a two (2) to four (4) year term. Foundation Liaison shall be currently serving on the Foundation Board of Trustees; shall serve a two (2) year term and may be appointed to an additional two (2) year term. Members shall be involved in global outreach; shall serve a two (2) year term and may be appointed to an additional two (2) year term.

**Membership Committee Charter**

**Purpose.** To oversee membership entry process

**Primary Responsibilities:**

- A. Provide oversight of membership entry processes.
- B. Review External Pathway membership applications and make recommendations to the Board.
- C. Submit an annual report to the Board summarizing its activities, achievements, and recommendations.
- D. Review committee and workgroup charter and policies annually and propose changes to the Board.

**Composition.**

1. Membership Director, Chair
2. Immediate Past Membership Director
3. At least four (4) members

**Chair Qualifications and Term.** The Chair is the Membership Director; shall serve during their time of Office.

**Member Qualifications and Terms.** Members of ASOPRS for minimum 10 years and serve a two (2) year term and may be appointed to an additional two (2) year term.

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## **Written Exam Workgroup Charter**

**Purpose.** Prepare and administer the written qualifying examinations for Society membership.

### **Primary Responsibilities:**

- A. Develop questions for the written qualifying exam.
- B. Annually administer the written qualifying exam.
- C. Submit an annual report to the Membership Director summarizing its activities and achievements.

**Composition.** Composed of a Chair, Assistant Chair, and at least four (4) members.

**Chair Qualifications and Term.** The Chair shall have served as the Assistant Chair and shall have been actively involved in the past five (5) years in teaching OPS fellows and/or ophthalmology residents; shall serve a two (2) year term and may be appointed to an additional two (2) year term.

**Member Qualifications and Term.** Members shall have been actively involved in the past five (5) years in teaching OPS fellows and/or ophthalmology residents; shall serve a two (2) year term and may be appointed to an additional two (2) year term.

## **~~~~~WORKGROUPS~~~~~**

### **Diversity, Equity, Inclusion (DEI) Workgroup Charter**

**Purpose.** To inspire, mentor, and support engagement and representation in members from diverse backgrounds and to stimulate interest in the field of OPS through support of aspiring OPS surgeons from diverse backgrounds.

### **Primary Responsibilities:**

- A. Serve as a resource for guidance, networking, and career development for students and trainees from diverse backgrounds.
- B. Build partnerships with medical schools, residency programs, and community organizations to increase awareness about OPS as a career path.
- C. Identify opportunities for scholarships, grants, or funding to support underrepresented students and trainees interested in OPS.
- D. Provide recommendations to the Board for financial and organizational support of DEI-focused programs.
- E. Submit an annual report to the Board summarizing its activities, achievements, and recommendations.
- F. Review charter and policies annually and propose changes to the Board.

**Composition.** Composed of a Chair, Foundation Liaison, and up to seven (7) members.

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**Chair Qualifications and Term.** The Chair shall have served on the Workgroup; shall serve a two (2) year term and may be appointed to an additional two (2) year term.

**Member Qualifications.** Members shall have strong interest and passion for mentoring, outreach and fostering diversity. The Foundation Liaison will be currently serving on the ASOPRS Foundation Board of Trustees.

**Member Term.** Members shall serve a two (2) year term and may be appointed to an additional two (2) year term.

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