

## Frequently Asked Questions about Committee Service

Revised 5/23/18

### QUESTION

How do I access the committee application?

### ANSWER

The [committee service application](#) generally opens February 1 for the term that begins in September or October. The submission deadline is 11:59pm CDT on the April 30 preceding the term start date.

- 2018 Term = October 9, 2017 to October 1, 2018
- 2019 Term = October 1, 2018 to September 23, 2019
- 2020 Term = September 23, 2019 to October 19, 2020
- 2021 Term = October 19, 2020 to October 18, 2021

Members may access the link from the *Membership* tab dropdown on the *My Accounts* page after logging into [www.plasticsurgery.org](http://www.plasticsurgery.org).

### QUESTION

How are members selected for committee service? When are members notified?

### ANSWER

Once the deadline for completing the committee service application passes (April 30), the committee appointment process for the 30 committees that accept applications will begin.

Committee Staff Liaisons will work with the incoming Committee Chairs to identify those members to be reappointed to the committee, as well as the most promising candidates for new appointments. These recommendations are then ratified by the Board Vice President responsible for the Business Line and then the ASPS or PSF president, depending on the committee.

Committee appointments are generally communicated by the end of August each year. We strive to appoint each applicant to at least one of their selected committees, whenever possible. When it is not feasible, we offer applicants another committee that can accommodate their service.

### QUESTION

What committees may Active and Life Active members serve on?

### ANSWER

Active and Life Active members may apply to serve on any of the committees listed on the committee service application. I've copied them below. They are hyperlinked, so please feel free to follow the link to learn about each committee.

- [Annual Meeting Educational Program Committee](#)
- [ASPS Emerging Trends Subcommittee](#)
- [ASPS/PSF Bylaws Committee](#)
- [ASPS/PSF/ASMS International Scholar Subcommittee](#)

- [BI-ALCL Subcommittee](#)
- [Clinical Registries Committee](#)
- [Clinical Trials Network Subcommittee](#)
- [Coding and Payment Policy Subcommittee](#)
- [Continuing Education Committee](#)
- [Curriculum Development Subcommittee](#)
- [Development Committee](#)
- [GRAFT Steering Committee](#)
- [Healthcare Delivery Subcommittee](#)
- [In-Service Examination Committee](#)
- [Leadership Development Committee](#)
- [Legislative Advocacy Committee](#)
- [Membership Recruitment, Compliance, & Development Committee](#)
- [Patient Safety Subcommittee](#)
- [Practice Management Committee](#)
- [PROFILE Steering Committee](#)
- [PSEN Editorial Subcommittee](#)
- [PSF Volunteers in Plastic Surgery Steering Committee](#)
- [Public Education Committee](#)
- [Quality and Performance Measurement Committee](#)
- [Regenerative Medicine Council](#)
- [Researcher Education Subcommittee](#)
- [Tracking Operations & Outcomes for PS \(TOPS\) Steering](#)
- [Visiting Professors Subcommittee](#)
- [Women Plastic Surgeons Steering Committee](#)

#### QUESTION

What committees may Residents serve on?

#### ANSWER

With approval from their Training Program Director, Plastic Surgery Residents who are part of the Residents and Fellows Forum may serve on the committees listed below.

- [Annual Meeting Educational Program Committee](#)
- [ASPS Emerging Trends Subcommittee](#)
- [ASPS/PSF/ASMS International Scholar Subcommittee](#)
- [BI-ALCL Subcommittee](#)
- [Clinical Registries Committee](#)
- [Clinical Trials Network Subcommittee](#)
- [Coding and Payment Policy Subcommittee](#)
- [Continuing Education Committee](#)
- [Curriculum Development Subcommittee](#)
- [Healthcare Delivery Subcommittee](#)
- [Leadership Development Committee](#)
- [Legislative Advocacy Committee](#)

- [Membership Recruitment, Compliance, & Development Committee](#)
- [Patient Safety Subcommittee](#)
- [Practice Management Committee](#)
- [PSEN Editorial Subcommittee](#)
- [PSF Volunteers in Plastic Surgery Steering Committee](#)
- [Regenerative Medicine Council](#)
- [Researcher Education Subcommittee](#)
- [Visiting Professors Subcommittee](#)
- [Women Plastic Surgeons Steering Committee](#)

Please refer to the [Residents & Fellows Forum Committees page](#) for more information.

#### QUESTION

Are there special instructions for graduating residents?

#### ANSWER

To remain on a committee (or to apply to serve on a committee), graduating residents must have an eligible member status. Resident Affiliates and Candidates for Active status may serve on committees. However, Applicants for membership do not have a member status with the Society.

Graduating residents have until June 30 each year to submit the necessary paperwork to convert to the Candidate status on July 1. The ASPS Membership Department or Member Services Center usually send a letter explaining that graduating residents need to submit a Sponsor Letter (from your Program Training Director, if s/he is an Active ASPS member, or from another Active ASPS member) and their letter of Board Eligibility, which is usually delivered in mid-June, to convert to Candidate status.

Information about the membership process can be found on our website at <https://www.plasticsurgery.org/for-medical-professionals/join-asps/membership-process> and information about the categories of membership can be found at <https://www.plasticsurgery.org/for-medical-professionals/join-asps/categories-of-membership>.

#### QUESTION

What committees can International Members serve on?

#### ANSWER

International Members may serve the committees listed below.

- [Annual Meeting Educational Program Committee](#)
- [ASPS Emerging Trends Subcommittee](#)
- [ASPS/PSF/ASMS International Scholar Subcommittee](#)
- [BI-ALCL Subcommittee](#)
- [Clinical Registries Committee](#)
- [Clinical Trials Network Subcommittee](#)
- [Coding and Payment Policy Subcommittee](#)
- [Continuing Education Committee](#)
- [Curriculum Development Subcommittee](#)

- [Healthcare Delivery Subcommittee](#)
- [Leadership Development Committee](#)
- [Legislative Advocacy Committee](#)
- [Membership Recruitment, Compliance, & Development Committee](#)
- [Patient Safety Subcommittee](#)
- [Practice Management Committee](#)
- [PSEN Editorial Subcommittee](#)
- [PSF Volunteers in Plastic Surgery Steering Committee](#)
- [Regenerative Medicine Council](#)
- [Researcher Education Subcommittee](#)
- [Visiting Professors Subcommittee](#)
- [Women Plastic Surgeons Steering Committee](#)

#### QUESTION

What committees may non-members serve on?

#### ANSWER

Non-members may serve on specific committees that allow non-members. Non-members would have to be appointed to an ASPS or PSF committee by one of the affiliated Societies such as

- ASMS for the International Scholar Subcommittee
- ACAPS for the Curriculum Development Subcommittee
- ACAPS, ABPS, AAPS, or PSRC for the Academic Affairs Council
- PSRC, ACAPS, AAPS, ASPN, ASRM, or AAHS for the Research Oversight Council

#### QUESTION

How do I access the committee description, so I can decide on which committee to apply?

#### ANSWER

There are a couple of ways to access the committee description. The best may be to complete the committee application to the screen that asks members to rank their committee preferences. Members may click on the name of the committee and then a screen will pop up with the committee description and the current members of the committee.

Another way of accessing the committee description is to click on the [Committee Listing](#) in the *Membership* Dropdown on the *My Account* page. However, you'll then need to click on the Business Line name (ex: Academic Affairs & Reconstructive Surgery Committees) to see a list of committees in that business line. Click on the committee name to access the committee description. Members can apply to serve on many of our committees. Some, such as the Academic Affairs Council, are by appointment without an application. So this method may not be as convenient if you are trying to decide which committee to apply to.

#### QUESTION

I don't see the Ethics Committee as an option on the Committee Service Application. How do I indicate my desire to serve on that committee?

#### ANSWER

The Ethics Committee is not one of those committees to which you can submit a committee service application. Rather, members must complete a different set of nomination forms, as this is an elected position, which is vetted by the Society and Foundation's Nominating Committee. Ethics Committee members serve a 3-year term. As of May 2018, the Nominating Committee timeline is to post the application for the following year's elected positions on December 1, with applications due in January – usually sometime around the end of the month. Members may access the application from the *Committee Resources* box accessible from the [Surgeon Community](#) tab.

#### QUESTION

I am trying to complete the Committee Service Application, but cannot access it. Can you help?

#### ANSWER

Only certain membership categories may serve on Society / Foundation committees. Members and affiliates in the membership categories listed below may complete a Committee Service Application to serve on many of the Society/Foundation committees.

- Active
- Life Active
- Candidates for Active
- International
- Residents
- Retired International
- Military Candidate for Active
- Active Military

#### QUESTION

Where do committee meetings take place?

#### ANSWER

Most committee meetings take place in the U.S. during our Annual Meeting (Plastic Surgery The Meeting), generally each October, or during our Spring Board Meeting, generally each March. There are a few committees that meet outside the Annual Meeting or Spring Board Meeting. Committees also have conference calls, generally in the evening, to accommodate our member surgeons' OR schedules.

#### QUESTION

What is the time commitment required for committee service?

#### ANSWER

The time commitment varies for each committee. It's very difficult to be precise about the time commitment, but many staff liaisons have updated their committee descriptions (accessible from the [Committee Listing](#)) to indicate the time commitment involved.

**QUESTION**

Are expenses associated with committee service reimbursed?

**ANSWER**

Members of most committees must meet the \$1,500 deductible each leadership year before travel expenses for committee meetings will be reimbursed. The *Travel Policy for ASPS-PSF Members* is posted to the [Committee Site](#) in the General Files area. Travel expenses for meetings in conjunction with the Annual Meeting are NOT reimbursed.

**QUESTION**

Do I need to submit an application to continue to serve on my committee next year?

**ANSWER**

No, you do not need to reapply to your current committees. Your staff liaison should reach out to current committee members to ascertain their interest in continuing to serve on the committee. Please keep in mind that interest in continuing to serve does not necessarily mean existing members will be reappointed.

The Committee Appointments Guideline limits the number of “regular” committees a member may serve on to five in an effort to engage more Society members through volunteer leadership opportunities. (“Regular” committees are those committees to which members may indicate interest in serving via the Committee Service Application.) The guideline is accessible from the [Committees Home Page](#).

**QUESTION**

How do I edit a statement I made on the Education screen?

**ANSWER**

The way to edit statements doesn’t currently work as smoothly as we would like it to, but we hope to improve in the next version of the application. First click on the EDIT to the left of the text you wish to modify. Existing text will be copied to a 1-line text box towards the bottom of the page. Make your edit in that text box and then hit the “Update Education Record” button. Hit the Save & Continue Button at the bottom of the page to advance to the next screen.

# ASPS/PSF Committee Member Involvement Application

## Education

Listed below are education records currently in your application.

**Edit** University of Chicago - 1992  
**Delete**

## Education

University of Chicago - 1992

**Update Education Record**

Please save and continue to the next step of the application form:

**Back** **Save & Continue**

*If you do not submit your application, you may return to continue. Any changes you have made will be retained as long as you clicked the "Save and Continue" button on each page of the application.*

## QUESTION

I don't see my question on this FAQ document. Where can I get answers to my question?

## ANSWER

Please direct your committee-service related questions to [aspscommittees@plasticsurgery.org](mailto:aspscommittees@plasticsurgery.org).