



AMERICAN SOCIETY OF  
PLASTIC SURGEONS®



THE PLASTIC SURGERY  
FOUNDATION®

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| <b>Policy Name:</b>                    | Guideline for Committee Appointments   |
| <b>Background / Purpose:</b>           | This policy describes the process for committee leader and member selection and approval.                                |
| <b>Program Area or Business Line</b>   | Governance   |
| <b>Policy Sponsor (Staff Officer):</b> | Gina McClure, Senior Vice President and Chief Operating Officer and Executive Director of The Plastic Surgery Foundation |
| <b>Approving Body:</b>                 | ASPS/PSF Executive Committee   |
| <b>Authorized Signatories:</b>         | J. Peter Rubin, MD ASPS President  |
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## Guideline for Committee Appointments

This guideline primarily addresses “regular” committee appointments. The term “committee” is a generic reference for any committee, subcommittee, work group, task force, etc. Committee definitions can be found in Appendix A. This document does not apply to elected positions, which are handled by the ASPS/PSF Nominating Committee. Further information for elected positions can be found at [www.plasticsurgery.org/Nominations](http://www.plasticsurgery.org/Nominations).

As of Apr. 2022, there are 33 “regular” committees and 44 subordinate groups that participate in the committee appointment process that begins with members completing a committee service application and indicating their desire to serve on this particular committee or subordinate group. The remaining 37 committees are “outliers” where members are elected to the committee or selected another way. A roster of committees is provided as Appendix B.

### COMMITTEE SERVICE APPLICATION

The committee service application shall be launched each February and will remain open through 11:59 pm CT April 30, or May 31 when the start date of the new term warrants. Committee selection options will be limited to those members eligible to serve on the committee.

### COMMITTEE LEADER / MEMBER EVALUATIONS

Beginning with appointments for the 2016 leadership year, committee leader and member evaluations were eliminated as it was determined evaluations did not yield results that were helpful in discerning between high-performing and low-performing committee members. However, performance information permitted to be shared for purposes of committee appointment pursuant to the ASPS/PSF Nominating Committee Standard Operating Procedures may be shared upon request of the appointing body or officer.

### COMMITTEE TERMS

Per the ASPS Bylaws, committee terms are one-year in length and run from the conclusion of one Annual Business Meeting (ABM) to the conclusion of the next, unless otherwise provided for in the Bylaws or committee-specific governing document.

The “outlier” committees listed below do not follow the ABM to ABM appointment cycle or have terms of service greater than one-year in length. (When a governing document was not involved, the information was provided by the Staff Liaison.)

| Committee Name                    | Term Start / End  | Term Length   |
|-----------------------------------|-------------------|---|
| ASPS Trustees*                    | ABM to ABM        | 3 years   |
| ASPS University Strategic Council | ABM to ABM        | Dean: 3 years; Associate Dean: 3 years; Academic Heads: 3 years. Each position has a possible one-year extension. |
| ASPS/PSF Audit Committee†         | Jan. 1 to Dec. 31 | 1 year  |

| <b>Committee Name</b>                                      | <b>Term Start / End</b> | <b>Term Length</b>   |
|--|-------------------------|--|
| Conflict of Interest Committee <sup>†</sup>                | ABM to ABM              | 3 years  |
| Ethics Committee*  | ABM to ABM              | 3 years  |
| Governance Committee <sup>±</sup>                          | ABM to ABM              | 4 years  |
| Education Strategy Advisory Council                        | ABM to ABM              | Duration of position   |
| Judicial Council*  | ABM to ABM              | 3 years  |
| National Endowment for Plastic Surgery Council of Advisors | ABM to ABM              | 3 years  |
| Plastic Surgery Practice Solutions Board of Directors      | ABM to ABM              | 4 years  |
| PRS Managing Committee                                     | Jan. 1 to Dec. 31       | Dependent upon the term length of the person's particular term of service upon their journal                     |
| PRS Editorial Board  | Jan. 1 to Dec. 31       | "Associate Editors" and "International Associate Editors": 4 years. "Partner Society Associate Editors": 2 years |
| PRS-Global Open Editorial Board                            | Jan. 1 to Dec. 31       | First term: 2 years; Second term: At least 2 years   |
| PRS Global Open Managing Committee                         | Jan. 1 to Dec. 31       | Dependent upon the term length of the person's particular term of service upon their journal                     |
| PSF Study Section  | Jan. 1 to Dec. 31       | 1 year   |
| Spring Meeting Council                                     | April 1 to March 31     | 1 year   |

*\*Nominating Committee manages the election process for all committee members.*

*†Nominating Committee manages the selection or election process for the Member-at-Large positions.*

*±Seven of the Governance Committee members serve a 4-year term, but the Presidential Line members serve for the duration of their term in their role.*

### **TERM LIMITS**

Per the ASPS and PSF Bylaws, committee chairs may serve up to three (3) consecutive one (1) year terms, unless otherwise provided for in the Bylaws. Currently, the only variant is the Finance & Investment Committee chair, who may serve up to four (4) consecutive one (1) year terms. Larger committees involved with complex projects may benefit with a chair serving up to the maximum three (3) consecutive one (1) year terms, and an established succession plan that includes a vice chair. Committees whose work product is consistent year to year can be limited to two (2) consecutive one (1) year terms and will also benefit with a succession plan which appoints a vice chair.

Although the Bylaws do not restrict the number of consecutive terms a member may serve, committee participation is generally limited to three (3) one (1) year terms. Nevertheless, there

are situations where a member may serve a longer or shorter time in a specific role, at the discretion of the ASPS or PSF President responsible for the committee.

Unless otherwise provided for in the Bylaws or committee-specific governing document, committee members who have served the maximum number of terms on a particular committee may apply to be re-appointed to that committee after a one-year lapse in service.

#### **LIMITS TO THE NUMBER OF COMMITTEES A MEMBER MAY SERVE ON**

To provide opportunities to all interested members, thereby increasing overall member engagement, and to reduce the potential for committee meeting conflicts it is recommended that committee member participation should be limited to five (5) committees, unless the appointment is position-based, an elected position, or other short-term project-specific work group or task force.

With regard to the number of committees a member may chair, it is recommended the limit should be two (2) committees, unless the appointment is position-based, as is the case with many outlier committees, an elected position, or other short-term project-specific work group or task forces. With respect to multiple vice chair positions, consideration should be given to the expected ascension timeframe and whether the member will be placed in the difficult position of deciding which committee to drop should they be appointed chair to more than two committees in any one year.

When a committee leader or member has been suggested to lead or serve on more than the recommended number of regular committees, they shall be given the opportunity to decide which committees they prefer before the recommendations go to the organization's President-elect for ratification or amendment. This will factor into the decision on committee leadership, ultimately made by the Presidents-Elect for the upcoming term and/or President for the current term, depending on the timing of the recommendation.

#### **REGULAR COMMITTEE APPOINTMENT PROCESS**

ASPS and PSF are committed to continually encouraging member involvement and participation. To engage as many members as possible, committee participation is reviewed annually. The member's activity on the committee, the resources needed to complete the committee's work, and whether the member is serving on other ASPS or PSF committees or task forces are considered when evaluating whether a member or leader should be reappointed.

The committee appointment process is a two-step process. First the committee leaders for the following leadership year are appointed and then the committee members are appointed as described below.

Per the ASPS and PSF Bylaws, the President appoints the Chair of all committees. With regard to the President appointing committee members, the Bylaws are silent.

Once the requisite approvals are received, Governance staff updates the committee records in the Association Management System.

### *Committee Leaders*

Unless otherwise provided for in the Bylaws or committee-specific governing document, the Board Vice Presidents, with Committee Leader and Staff Liaison input, recommend the committee leaders for the following leadership year. The names of the recommended leaders are then forwarded to the ASPS and/or PSF President-elect for ratification.

Committee leadership charts identifying current committee leaders (chairs, vice chairs, and co-chairs) and whether they are eligible for reappointment are distributed to the Board Vice President over the Committee's Business Line and the Committee Staff Liaisons, generally in January.

Committee leaders are required to be elevated from within the committee unless there are extenuating circumstances. Furthermore, committee leaders must be ASPS members in good standing, with their dues fully paid, should not have been the recipient of an ASPS public disciplinary sanction, should have a Conflict of Interest Disclosure Statement on file that has been updated within the current leadership year, and should have signed the Confidentiality and Committee Work Product Agreement for the leadership year.

### *Committee Members*

Unless otherwise provided for in the Bylaws or committee-specific governing document, Committee members must be ASPS members in good standing with their dues fully paid as of the committee service application deadline.

Incoming Committee Leaders with Staff Liaison input recommend the committee members for the following leadership year to the Board Vice President over the Business Line. The BVP-approved committee roster is then forwarded to the ASPS or PSF President-elect for ratification with the caveat that the committee appointments for members who have been recommended for too many committees have already been adjusted.

Committee member worksheets containing the current committee members and committee applicants are distributed to the incoming committee leader and the Staff Liaison who, working together, make recommendations as to which members and applicants should be appointed to the committee for the following leadership year, generally in May or June.

The committee leaders' recommendations are then forwarded to the current Board Vice President for the committees' Business Line for ratification, with the BVPs being mindful of the need to ensure an adequate balance of continuing members to provide institutional memory and new members who may offer fresh perspectives. Diversity of race, ethnicity, gender, sexual orientation, gender identity, disability, practice type, geography, and experience level, is actively encouraged and should be factored into the ultimate decisions on population of committees.

### **SPECIAL RULES FOR EXECUTIVE COMMITTEE MEMBERS**

Unless the appointment is position-based or otherwise authorized in the Society or Foundation Bylaws, Executive Committee members should not serve in leadership positions on committees during their tenure on the Executive Committee.

Outgoing Presidents who meet the eligibility requirements may continue to serve on committees they served on during their tenure as President, upon request.

**SPECIAL RULES FOR “REGULAR” SENSITIVE COMMITTEES**

The work of some committees is very sensitive and, therefore, requires the involvement of one or more members of the presidential line. Many Outlier committees are position-based or have a certain constituency that are position-based, so a special rule is not needed. However, that is not generally the case with “regular” committees. The composition of the following “regular” committees shall include the presidential line members indicated below as position-based appointments, with full member privileges, including the right to vote.

| <b>Committee or Subcommittee Name</b>           | <b>Presidential Line Members</b>  |
|---|---|
| BIA-ALCL Subcommittee                           | ASPS President, President-elect, Immediate Past President; PSF President, President-elect, Immediate Past President |
| BRA Fund Appropriations and Review Subcommittee | PSF President, Immediate Past PSF President, ASPS President   |
| Regenerative Medicine Subcommittee              | ASPS President, PSF President   |

**YPS REPRESENTATIVES**

The Regular and Outlier committees listed below request representation from the Young Plastic Surgeons (YPS) Steering Committee. In these instances, the YPS Steering Committee recommends the YPS Representative for the ASPS or PSF President’s approval.

| <b>Committee or Subcommittee Name</b>         | <b>YPS Rep on Cmte?</b>         |
|---|---------------------------------|
| Academic Affairs Council                      | yes                             |
| Clinical Registries Committee                 | yes                             |
| Clinical Research Subcommittee                | yes                             |
| Coding and Payment Policy Subcommittee        | yes                             |
| Continuing Education Committee                | yes                             |
| Development Committee                         | yes                             |
| International Scholar Subcommittee            | yes                             |
| Plastic Surgery News Editorial Board          | yes                             |
| PlastyPAC Board of Governors                  | yes, can't be current YPS Chair |
| Quality and Performance Measurement Committee | yes                             |
| Research Oversight Council                    | yes                             |
| Researcher Education Subcommittee             | yes                             |
| Social Media Subcommittee                     | yes                             |
| Visiting Professors Subcommittee              | Resident                        |
| Wellness Subcommittee                         | yes                             |
| Women Plastic Surgeons Steering Committee     | yes                             |

**MEMBER ENGAGEMENT**

As committee service is an important way to engage Society members, every applicant will be placed on at least one (1) regular or outlier committee. At the end of the committee appointment cycle, Governance staff, with prior authorization of the ASPS and PSF Presidents-elect, will assign the unplaced members to appropriate committees.

### COMMITTEE DIVERSITY

ASPS and The PSF value racial, ethnic, gender, sexual orientation, gender identity, disability, and age diversity, as well as diversity in perspective, thought and personality.

In the selection of members to serve on Society and Foundation committees, we will strive to select individuals who reflect the diversity of the general membership. Diversity, including diversity of race, ethnicity, gender, sexual orientation, gender identity, disability, practice type, geography, and experience level, is actively sought and encouraged.

### SUCCESSION PLANNING

Vice Chairs may be appointed for many ASPS/PSF committees; and on rare occasion Co-Chairs may be appointed. Unless performance concerns arise, verified by the Board Vice President and Staff Liaison, a Vice Chair can expect to succeed the Chair role upon conclusion of the Chair's term. See Appendix C for succession plans for specific committees.

### MEMBER TYPE RESTRICTIONS

Unless otherwise restricted, Active, Life Active, Active-Military, International, Candidate for Active, and Military Candidate for Active member categories may serve and have voting privileges on all committees. Likewise, Resident Affiliates, with approval from their Training Program Director, may serve and have voting privileges on committees, unless restricted by member type. The following committees restrict participation to the member types indicated.

| Committee Name                      | Member Restrictions                   |
|-------------------------------------|---------------------------------------|
| Accreditation Work Group            | Active and Life Active members only   |
| ASPS Emerging Trends Subcommittee   | U.S. members only                     |
| ASPS Trustees                       | Active members only                   |
| ASPS/PSF Audit Committee            | Active members only                   |
| ASPS/PSF Bylaws Committee           | Active members only                   |
| ASPS/PSF Nominating Committee       | Active members only                   |
| Clinical Registries Committee       | U.S. members only                     |
| Clinical Research Subcommittee      | U.S. members only                     |
| Compensation Committee              | Active and Life Active members only   |
| Conflict of Interest Committee      | Active and Life Active members only   |
| Development Committee               | Active and Candidates for Active only |
| Ethics Committee                    | Active members only                   |
| Finance & Investment Committee      | Active and Life Active members only   |
| Governance Committee                | Active and Life Active members only   |
| GRAFT Steering Committee            | Active and Candidates for Active only |
| In-Service Examination Subcommittee | Active and Life Active members only   |



| <b>Committee Name</b>   | <b>Member Restrictions</b>  |
|---|---|
| International Subcommittee                                      | Active, Life Active and International Members only  |
| International Scholar Subcommittee                              | U.S. members only   |
| Judicial Council  | Active members only   |
| Legislative Advocacy Committee                                  | U.S. members only   |
| Membership Compliance Subcommittee                              | Active members only   |
| Military Plastic Surgeons Steering Committee                    | Active-Military, Military Candidate, prior US-military, civilian partners & international military members only |
| PlastyPAC Board of Governors                                    | U.S. members only   |
| Practice Management Committee                                   | U.S. members only   |
| Public Education Committee                                      | Active members only   |
| Publications Committee  | Active and Life Active members only   |
| Quality and Performance Measurement Committee                   | U.S. members only   |
| Residents Council   | Residents only  |
| Tracking Operations & Outcomes for PS (TOPS) Steering Committee | Active and Candidates for Active only   |
| Young Plastic Surgeons Steering Committee                       | Active members and Candidates for Active membership aged 42 and under   |

### **NON-MEMBERS ON COMMITTEES**

Per the ASPS Bylaws, Active members, Life Active members, International members, Candidates for Active membership status, and Resident Affiliates may serve and vote on committees. The Bylaws specifically state that Life Inactive members may not serve on committees.

However, due to the nature of the committee’s work, several regular and outlier committees allow non-members to serve. These non-members shall be reflected on the committee rosters as committee members, with the right to vote on committee matters.

There are times when a non-member may be asked to serve on one of the committees that do not permit non-members. In these instances, these members shall be reflected on the committee rosters as committee auditors, without the right to vote on committee matters.

#### *Regular Committees that Allow Non-Members*

The Resident Curriculum Development Committee and the Wellness Subcommittee are joint committees with ACAPS. ACAPS may appoint non-members to these committees.

The Continuing Education Committee allows Allied Health Affiliate members and Professional Affiliate members to apply and serve.

The PSF Public Members who serve on the PSF Board of Directors are automatically placed on the Development Committee.

The Military Plastic Surgeons Steering Committee allows civilian partners to serve.

*Outlier Committees that Allow Non-Members*

The chart below identifies those outlier committees that permit non-members and the rationale, based on feedback from the committee’s staff liaison or the committee’s governing document.

| <b>Committee Name</b>   | <b>Rationale for Non-Member Participations</b>   |
|---|--|
| Academic Affairs Council  | The AAC includes representative from other member organizations.   |
| Governance Committee  | One of the Board Representatives may be a Public member of the PSF Board.  |
| National Endowment for Plastic Surgery Council of Advisors  | Per the governing document.  |
| NBIR Steering Committee   | Interdisciplinary committee including representatives from breast implant manufacturers, government, and the public.   |
| Plastic Surgery Practice Solutions Board of Directors   | Per the governing document.  |
| PlastyPAC Board of Governors  | All positions on the Board are appointed by the Chair. However, the governing document does not require ASPS membership as a criterion for appointment.  |
| PRS Managing Committee; PRS Editorial Board; PRS-Global Open Editorial Board; and PRS Global Open Managing Committee (4 committees) | Editorial board members are selected, largely, from the global pool of all PRS and PRS Global Open Peer Reviewers. Section and Regional Editors (which make up the Managing Committee) are selected from the editorial board members. Therefore, positions are not limited to ASPS members only. |
| PSF Board of Directors  | Up to 3 non-members may serve on The PSF Board, per The PSF Bylaws (effective 10/17/2016).   |
| PSF Study Section   | Non-members representing Sister Societies may serve on the Study Section.  |
| Research Oversight Council  | The ROC includes representatives from other member organizations.  |

**OUTLIER COMMITTEE APPOINTMENT PROCESS**

Outlier committee appointments are dependent on whether the committee has a governing document describing how appointments are made or what the practice has been in the past. When a governing document does not exist or does not outline the committee selection process, Staff Liaisons are responsible for collecting all necessary approvals and communicating the committee leader and member appointments to Governance staff to input into the Association Management System. Appendix D may provide additional Outlier appointment information.

**TASK FORCE AND WORK GROUP APPOINTMENT PROCESS**

The ASPS or PSF President may form a task force or work group to carry out a specific mission or project during their tenure as President. If the duration of the task force or work group is expected to extend beyond the sitting President’s term, or if the task force or work

group is formed more than six (6) months into the current President's term, the ASPS or PSF President-elect shall be involved and have input into the task force or work group composition. Appendix D may provide additional Task Force or Work Group appointment information.

#### **PROCESS TO ESTABLISH A NEW COMMITTEE**

The Bylaws state that “the President, with the approval of the Board of Directors, may establish such other [special] committees, subcommittees, commissions or task forces as are necessary or appropriate to carry out the purposes of the Society.”

The New Committee Information Form (see Appendix E) is provided as an example of the information that Governance staff needs to populate the new committee in the Association Management System.

#### **COMMITTEE WORK PRODUCT**

Committee work product, including data and other results generated by a committee, established by ASPS or PSF are the property of ASPS and not of the committee members, as a group or as individuals. Effective with the 2021 leadership year, which begins Oct. 19, 2020, all members of ASPS and PSF committees will, upon becoming a member of a committee, sign an agreement confirming their understanding that any work product generated by the committee or they as committee members is owned by ASPS and/or PSF.

#### **COMMITTEE MEMBER COMMUNICATIONS**

Prior to the start of the committee term, each committee leader and member shall be notified of their committee appointments and re-appointments, with the caveat that their appointment or re-appointment shall not become official until the member has signed off on the Confidentiality and Committee Work Product Agreement. Members who have been rotated off committees shall be so informed. In many cases, Governance staff shall manage the communications.

However, because of their specific requirements, Staff Liaisons shall manage committee service appointment and “roll-off” messaging for certain committees listed below.

- Academic Affairs Council
- Annual Meeting Council
- ASPS Trustees
- 
- ASPS/PSF Audit Committee
- ASPS/PSF Nominating Committee
- BRA Fund Appropriations and Review Subcommittee
- Conflict of Interest Committee
- Ethics Committee
- Finance & Investment Committee
- Governance Committee
- Judicial Council
- National Endowment for Plastic Surgery Council of Advisors
- NBIR Steering Committee

- Plastic Surgery Practice Solutions Board of Directors
- PRS Managing Committee
- PRS Editorial Board
- PRS-Global Open Managing Committee
- PRS-Global Open Editorial Board
- PSF Study Section
- 
- Research Oversight Council
- Spring Meeting Council
- SSI Study Subcommittee

#### **OFF-CYCLE APPOINTMENTS**

Staff Liaisons are responsible for coordinating Presidential approval for any off-cycle appointments, defined as any time after the ASPS or PSF President has approved the member recommendations provided on the consolidated member / applicant chart. Staff Liaisons are encouraged to also obtain their Board Vice President's approval. Once the appropriate President has approved the appointment, the Staff Liaison should inform Governance so the member may be added to the committee record.

The Staff Liaison or Committee Leader will contact the member and inform them that they have been added, will bring the member up to speed on the committee's activities and inform them of the need to sign the Confidentiality and Committee Work Product Agreement.

#### **EMERGING LEADERS – RETENTION AND GROWTH OPPORTUNITIES**

To cultivate talent and retain proven performers, a database of qualified individuals (those not selected for elected positions or who have rotated off as committee leader) will be maintained. Individuals from this group will be asked to participate in task forces and work groups or serve as an external representative of the ASPS or PSF to a related plastic surgery organization or related medical organization.

Placement in the database would be at the recommendation of a BVP who has either personally observed the person's leadership skills or recommended to the BVP by a committee leader within the business line; at the suggestion of the Nominating Committee (unplaced talent); Executive Staff/Staff Liaisons in consultation with the Board Vice President; and select members who have participated in an Essentials of Leadership program.

The ASPS and PSF President-elects are responsible for monitoring this talent pool and bringing forth candidates for consideration to the EC when appropriate for assignment to various task forces and external appointments.

## Appendix A Committee Definitions

### GOVERNANCE ORGANIZATIONAL CHART

Over the years, ASPS has restructured the [Governance Organizational Chart](#). The most recent overhaul took place during the 2015 term. The Executive Committee discussed committee restructuring during the June 22, 2015 call and the Executive Leadership Team discussed it further at their June 23, 2015. At the time, the concerns with the existing structure was the

- Organizational logic
- Lack of hierarchy
  - All committee squares same size
  - Nothing to really delineate authority between committees and work groups

Subsequent to the 2015 Governance Organization Chart restructure, additional restructures of various business lines took place.

### COMMITTEE OVERVIEW

At ASPS, the term “committee” is a generic reference for any committee, subcommittee, work group, task force, etc. The term “committee member” includes members of the ASPS or PSF Boards of Directors, Executive Committee, the PRS and PRS Global Open Editorial Boards, as well as members of “committees.”

#### **Outlier Committees**

An “**outlier**” committee may be described in the ASPS or PSF Bylaws, have its own governing document, or have some other mechanism for populating the committee. The one thing Outliers all have in common is that they do not use the Committee Service Application as a vehicle to populate the committee.

#### **Regular Committees**

A “**regular**” committee is one to which members of the Society may apply via the Committee Service Application.

#### **Subordinate Committees**

A “**subordinate**” committee is a subgroup of the main “regular” committee. Members applying to serve on the main regular committee may indicate on the committee service application which subordinate committee(s) they wish to serve on. Members selected to serve on the subordinate committees during the annual committee process are placed in the main committee, but with a “designation” to indicate the subgroup with which they are affiliated.

#### **Parent committees**

The concept of “**parent**” committees was introduced during the 2015 Governance Organizational Chart overhaul. Parent committees drive strategy for the subcommittees, steering committees, and work groups that report up to it.

### STANDING COMMITTEE VS. SPECIAL COMMITTEE

A standing committee is one that is described in the [ASPS Bylaws](#) or [PSF Bylaws](#) and includes the ASPS Trustees and the Judicial Council. Creating, sunsetting, or modifying standing

committees involve the Bylaws Committee, the ASPS or PSF Board of Directors, and a vote by members.

A special committee is one that the ASPS or PSF president may create, with the approval of the ASPS or PSF Board of Directors or the Executive Committee.

### **COMMITTEE CLASSIFICATIONS**

ASPS uses nine (9) committee classifications:

- Governing Board
- Council
- Committee
- Editorial Board
- Subcommittee
- Steering Committee
- Work Group
- Task Force
- Other

#### **Governing Board**

As its name implies, a governing board is the governing body of an entity. A governing board is described in Bylaws or in the entity's governing document. Examples include the ASPS or PSF Board of Directors, the PlastyPAC Board of Governors, or the Plastic Surgery Practice Solutions Board of Directors.

#### **Council**

In general, a council serves to provide oversight and coordination to the committees which report up to it. A council ensures that the work of these committees is in line with its mission and are helping to advance the strategic goals of ASPS/PSF while avoiding unnecessary and inefficient duplication of effort and resources. Councils are generally comprised of the Board Vice President of the business line along with some, or all, of the committee leaders that report up to it.

#### **Committee**

Committees perform assigned tasks and direct and monitor the specific activities carried out by subcommittees which report to it. Committees report directly to the overseeing council, if there is one, or to the Board Vice President over the business line, if there isn't one. Independent advisory committees, which are not in a business line, may report directly to the ASPS/PSF Board of Directors or the Executive Committee.

#### **Subcommittee / Steering Committee**

Subcommittees and Steering Committees are a subordinate group of the Parent committee. Subcommittee and Steering Committees are assigned a defined area of focus under the direction of the parent committee and council. The scope of work is generally quite focused.

### **Work Group**

A work group is a subordinate group of a subcommittee. They are assigned a specific project or focus area within the subcommittee's scope. The scope of work is normally very focused. Work groups are frequently comprised of members from the subcommittee to which it reports.

### **Editorial Board**

Editorial Boards have a specific responsibility that relate to Society / Foundation publications. Editorial Board members review articles for the publication, serve as peer reviewers for the Journal and PRS Global Open, and provide input for content and may write editorials if the publication provides for that.

### **Task Force**

Task forces are established by the ASPS or PSF President and assigned a specific mission or project, which typically lasts one year or less. They are short term and their scope of work is very focused. Members are appointed by the President. Task forces report directly to the ASPS/PSF Board of Directors or the Executive Committee.

### **Other**

The other category is a catch-all for those few committees that don't align with the aforementioned descriptions.

### **Special Group**

Special groups are typically formed to perform a specific function or set of functions. Their scope of work is generally very focused. These groups are not subject to the committee guidelines, such as term limits, member type restrictions or the appointment process.

**Appendix B**  
**Roster of Committees**

**REGULAR COMMITTEES**

| <b>Committee Name</b>                                | <b>Business Line</b>   | <b>Organization</b> |
|--|------------------------|---------------------|
| International Scholar Subcommittee                   | Academic Affairs       | PSF                 |
| PSF Volunteers in Plastic Surgery Steering Committee | Academic Affairs       | PSF                 |
| Resident Curriculum Development Committee            | Academic Affairs       | ASPS                |
| Visiting Professors Subcommittee                     | Academic Affairs       | PSF                 |
| BRA Fund Appropriations and Review Subcommittee      | Development            | PSF                 |
| Development Committee                                | Development            | ASPS / PSF          |
| Annual Meeting Educational Program Committee         | Education              | ASPS                |
| ASPS EdNet Editorial Subcommittee                    | Education              | ASPS                |
| ASPS Emerging Trends Subcommittee                    | Education              | ASPS                |
| Continuing Education Committee                       | Education              | ASPS                |
| In-Service Examination Subcommittee                  | Education              | ASPS                |
| Coding and Payment Policy Subcommittee               | Health Policy/Advocacy | ASPS                |
| Healthcare Delivery Subcommittee                     | Health Policy/Advocacy | ASPS                |
| Legislative Advocacy Committee                       | Health Policy/Advocacy | ASPS                |
| Patient Safety Subcommittee                          | Health Policy/Advocacy | ASPS                |
| ASPS/PSF Bylaws Committee                            | Membership             | ASPS / PSF          |
| Diversity & Inclusion Committee                      | Membership             | ASPS / PSF          |
| International Subcommittee                           | Membership             | ASPS                |
| Leadership Development Committee                     | Membership             | ASPS                |
| Membership Committee                                 | Membership             | ASPS                |
| Military Plastic Surgeons Steering Committee         | Membership             | ASPS / PSF          |
| Practice Management Committee                        | Membership             | ASPS                |
| PRIDE Steering Committee                             | Membership             | ASPS                |
| Public Education Committee                           | Membership             | ASPS                |
| Technology, Innovation & Disruption Committee        | Membership             | ASPS                |
| Wellness Subcommittee                                | Membership             | ASPS                |
| Women Plastic Surgeons Steering Committee            | Membership             | ASPS / PSF          |
| Young Plastic Surgeons Steering Committee            | Membership             | ASPS / PSF          |
| BIA-ALCL Subcommittee                                | Research               | ASPS / PSF          |
| Clinical Research Subcommittee                       | Research               | PSF                 |
| Quality and Performance Measurement Committee        | Research               | ASPS                |
| Regenerative Medicine Subcommittee                   | Research               | ASPS / PSF          |
| Researcher Education Subcommittee                    | Research               | PSF                 |

**Regular Subordinate Groups**

Regular Subordinate Groups are not stand-alone committees. Rather they are subordinate subcommittees or work groups under an existing committee. Members who serve on these



subordinate groups are listed under the Parent Committee, but with a designation denoting their subordinate group relationship

| <b>Subordinate Committee Name</b>   | <b>Business Line</b> | <b>Organization</b> |
|---|----------------------|---------------------|
| Resident Curriculum Development - Aesthetic Subcommittee                  | Academic Affairs     | ASPS                |
| Resident Curriculum Development – Breast Subcommittee                     | Academic Affairs     | ASPS                |
| Resident Curriculum Development - Fundamentals of Surgery Subcommittee    | Academic Affairs     | ASPS                |
| Resident Curriculum Development – Gender Affirmation Surgery Subcommittee | Academic Affairs     | ASPS                |
| Resident Curriculum Development - Head & Neck Subcommittee                | Academic Affairs     | ASPS                |
| Resident Curriculum Development - Lower Extremity Subcommittee            | Academic Affairs     | ASPS                |
| Resident Curriculum Development - Non-Clinical Subcommittee               | Academic Affairs     | ASPS                |
| Resident Curriculum Development - Trunk Subcommittee                      | Academic Affairs     | ASPS                |
| Resident Curriculum Development - Upper Extremity Subcommittee            | Academic Affairs     | ASPS                |
| AM Program – Aesthetic: Body Subcommittee                                 | Education            | ASPS                |
| AM Program – Aesthetic: Face Subcommittee                                 | Education            | ASPS                |
| AM Program – Breast: Aesthetic Subcommittee                               | Education            | ASPS                |
| AM Program – Breast: Recon Subcommittee                                   | Education            | ASPS                |
| AM Program - Comprehensive Reconstruction Subcommittee                    | Education            | ASPS                |
| AM Program - Craniomaxillofacial/Head and Neck Subcommittee               | Education            | ASPS                |
| AM Program - Hand/Upper Extremity Subcommittee                            | Education            | ASPS                |
| AM Program - Practice Enhancement Subcommittee                            | Education            | ASPS                |
| ASPS EdNet - Aesthetic Work Group   | Education            | ASPS                |
| ASPS EdNet - Breast Work Group  | Education            | ASPS                |
| ASPS EdNet - Hand/Peripheral Nerve Work Group                             | Education            | ASPS                |
| ASPS EdNet - Pediatric/Craniofacial Work Group                            | Education            | ASPS                |
| ASPS EdNet - Reconstructive/Micro Work Group                              | Education            | ASPS                |
| Continuing Ed – Online Education Subcommittee                             | Education            | ASPS                |
| Continuing Ed – Policy and Guidelines Subcommittee                        | Education            | ASPS                |
| Continuing Ed – Process Improvement Subcommittee                          | Education            | ASPS                |
| Continuing Ed – Re-Accreditation Subcommittee                             | Education            | ASPS                |
| In-Service Exam – Comprehensive Work Group                                | Education            | ASPS                |

| <b>Subordinate Committee Name</b>                    | <b>Business Line</b> | <b>Organization</b> |
|--|----------------------|---------------------|
| In-Service Exam - Core Work Group                    | Education            | ASPS                |
| In-Service Exam - Cosmetic Work Group                | Education            | ASPS                |
| In-Service Exam - Craniomaxillofacial Work Group     | Education            | ASPS                |
| In-Service Exam - Hand Work Group                    | Education            | ASPS                |
| In-Service Exam – Life-Long Learning Exam Work Group | Education            | ASPS                |
| Membership Compliance Subcommittee                   | Membership           | ASPS                |

### OUTLIER COMMITTEES

| <b>Committee Name</b>                                      | <b>Business Line</b>           | <b>Organization</b> |
|--|--------------------------------|---------------------|
| ASPS/PSF Board of Directors                                | Board of Directors             | ASPS / PSF          |
| Executive Committee  | Board of Directors             | ASPS / PSF          |
| Academic Affairs Council                                   | Academic Affairs               | PSF                 |
| ASPS/PSF Corporate Champions                               | Development                    | ASPS / PSF          |
| Annual Meeting Council                                     | Education                      | ASPS                |
| ASPS University Strategic Council                          | Education                      | ASPS                |
| Education Strategy Advisory Council                        | Education                      | ASPS                |
| Online Education Council                                   | Education                      | ASPS                |
| Spring Meeting Council                                     | Education                      | ASPS                |
| ASPS/PSF Audit Committee                                   | Finance                        | ASPS / PSF          |
| Compensation Committee                                     | Finance                        | ASPS                |
| Finance & Investment Committee                             | Finance                        | ASPS / PSF          |
| Health Policy Committee                                    | Health Policy/Advocacy         | ASPS                |
| PlastyPAC Board of Governors                               | Health Policy/Advocacy         | ASPS                |
| ASPS Trustees  | Independent Advisory Committee | ASPS                |
| ASPS/PSF Nominating Committee                              | Independent Advisory Committee | ASPS / PSF          |
| Conflict of Interest Committee                             | Independent Advisory Committee | ASPS / PSF          |
| Ethics Committee   | Independent Advisory Committee | ASPS                |
| Governance Committee                                       | Independent Advisory Committee | ASPS / PSF          |
| Judicial Council   | Independent Advisory Committee | ASPS                |
| National Endowment for Plastic Surgery Council of Advisors | Independent Advisory Committee | PSF                 |
| Accreditation Work Group                                   | Membership                     | ASPS                |
| Plastic Surgery News Editorial Board                       | Membership                     | ASPS                |
| Plastic Surgery Practice Solutions Board of Directors      | Membership                     | ASPS                |
| PRS Managing Committee                                     | Membership                     | ASPS                |

Guideline for Committee Appointments

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| <b>Committee Name</b>   | <b>Business Line</b> | <b>Organization</b> |
|---|----------------------|---------------------|
| PRS Editorial Board   | Membership           | ASPS                |
| PRS Global Open Managing Committee                              | Membership           | ASPS                |
| PRS Global Open Editorial Board                                 | Membership           | ASPS                |
| Publications Committee  | Membership           | ASPS                |
| Residents Council   | Membership           | ASPS / PSF          |
| Social Media Subcommittee                                       | Membership           | ASPS                |
| Clinical Registries Committee                                   | Research             | PSF                 |
| GRAFT Steering Committee  | Research             | PSF                 |
| NBIR Steering Committee   | Research             | PSF                 |
| PSF Study Section   | Research             | PSF                 |
| Research Oversight Council                                      | Research             | PSF                 |
| SSI Study Subcommittee  | Research             | PSF                 |
| Tracking Operations & Outcomes for PS (TOPS) Steering Committee | Research             | ASPS                |

## **Appendix C**

### **Succession Plans for Specific Committees**

#### **IN-SERVICE EXAMINATION SUBCOMMITTEE**

The overall chair of the In-Service Examination (ISE) Subcommittee will be limited to three years. Replacement of the overall chair will be selected from one of the seven currently sitting work group chairs. Work Group chairs will sit for three years with an option of up to two one-year terms. These extensions are renewed on a year by year basis and are to be used to avoid changeover of more than two chairs (work group and overall) in any given year. Upon the start of the third year of service of the work group chair, a successor is identified and will shadow the work group chair throughout the committee year in preparation for takeover the following year. Should it fall during a year where more than one other chair is being replaced, then the option for the Work Group Chair to sit for an additional year may be requested and considered. Otherwise, a maximum of five years of service as work group chair would be allowed before either moving up or off the committee.

#### **ASPS UNIVERSITY (ASPS-U) AND THE ASPS-U STRATEGIC COUNCIL**

The initial Dean and Associate Dean (equal to the Chair and Vice Chair positions in ASPS committees) was selected by unanimous decision of the ASPS President-elect and Board Vice President of Education. Subsequent Deans will be promoted from the serving Associate Deans and approved by the ASPS President-elect.

Associate Deans will often be promoted from the pool of Academic Heads. Academic Heads will often be selected from the pool of Online Education Committee's ASPS Editorial Subcommittee Workgroup members.

## **Appendix D**

### **Selection Processes for Specific Outlier Committees**

#### **GOVERNANCE COMMITTEE**

The Governance Committee (GC) shall consist of seven (7) Active and Life Active members who shall serve for a term of four (4) years, in addition to the sitting ASPS and PSF Presidents and ASPS and PSF Presidents-elect, who shall serve for the duration of their term as President or President-elect.

Seven (7) positions will be filled by the Bylaws Committee Chair, the two senior members of the Trustees, and the YPS Steering Committee Chair all of whom shall be from the prior term at the time of their appointment; two Board representatives from the prior or current term at the time of their appointment, one of whom may be a PSF Public Board member, who shall be excused from the Active and Life Active member requirement; and one prior term Governance Task Force member (until that role is sunset at the conclusion of the 2024 term, pending approval of proposed changes to the ASPS/PSF Bylaws).

The ASPS and PSF Presidents shall serve as co-chairs of the committee during their term as ASPS and PSF President. The ASPS and PSF Presidents-elect shall fill vacancies for each open or expiring term as needed to maintain 11 members on the committee each term.

The inaugural GC shall be comprised of the 11 members who served on the 2018 Governance Task Force (GTF) who shall provide institutional memory related to the GTF's deliberations leading to the recommendations that were subsequently adopted by the Executive Committee and ASPS/PSF Board of Directors.

For the remainder of the 2018 Leadership Term and for the 2019 Leadership Term, the GC shall be comprised of:

- Jeffrey E. Janis, MD, 2018 ASPS President
- Arun K. Gosain, MD, 2018 PSF President
- Alan Matarasso, MD, 2018 ASPS President-elect
- Andrea L. Pusic, MD, 2018 PSF President-elect
- Amanda Gosman, MD, 2018 Board Representative
- Denise F Gottfried, 2018 Board Representative
- Gary R. Culbertson, MD, 2018 Bylaws Committee Chair
- James H. Wells, MD, Prior GTF Member
- Gregory R.D. Evans, MD, 2018 Trustee
- John A. Persing, MD, 2018 Trustee
- Ash Patel, MD, 2018 YPS Steering Committee Chair

For subsequent terms of the Governance Committee, the appointments will be staggered to provide continuity.

- 2020 Term
  - Carryover three (3) members from the inaugural committee
    - 2018 ASPS President (Dr. Janis) who will fill the prior GTF member slot

- 2018 ASPS President-elect (Dr. Matarasso) who will fill one of the Trustee slots
    - The Public Member (Ms. Gottfried)
  - Add four new members.
    - To avoid carrying over four (4) members from the inaugural committee, the YPS Steering Committee Chair at the time the position becomes vacant may be substituted for the prior term YPS Steering Committee Chair.
- 2021 Term
  - Carryover two (2) members from the inaugural committee
    - 2018 PSF President (Dr. Gosain) who will fill the prior GTF member slot
    - 2018 ASPS President-elect (Dr. Matarasso) who will fill one of the Trustee slots
  - Carryover the four (4) new 2020 members
  - Add one new member
- 2022 Term
  - Carryover one (1) member from the inaugural committee
    - 2018 PSF President (Dr. Gosain) who will fill the prior GTF member slot
  - Carryover the four (4) new 2020 members
  - Carryover the one (1) new 2021 member
  - Add one new member
- 2023 Term
  - Carryover the four (4) new 2020 members
  - Carryover the one (1) new 2021 member
  - Carryover the one (1) new 2022 member
  - Add one new member
- 2024 Term
  - Carryover the one (1) new 2021 member
  - Carryover the one (1) new 2022 member
  - Carryover the one (1) new 2023 member
  - Add four (4) new members

Guideline for Committee Appointments

|                                    | Year 0.5                           | Year 1                 | Year 2                               | Year 3                               | Year 4                            | Year 5                         | Year 6                         | Year 7                                    | Year 8                                    | Year 9                                    |
|------------------------------------|------------------------------------|------------------------|--------------------------------------|--------------------------------------|-----------------------------------|--------------------------------|--------------------------------|---|---|---|
| Governance Committee Slotted Seats | 2018 Governance Cmte (June - Oct.) | 2019 Governance Cmte   | 2020 Governance Committee            | 2021 Governance Committee            | 2022 Governance Committee         | 2023 Governance Committee      | 2024 Governance Committee      | 2025 Committee                            | 2026 Committee                            | 2027 Committee                            |
| ASPS President (Co-chair)          | Jeffrey E. Janis, MD               | Jeffrey E. Janis, MD   | 2020 ASPS President                  | 2021 ASPS President                  | 2022 ASPS President               | 2023 ASPS President            | 2024 ASPS President            | 2025 ASPS President                       | 2026 ASPS President                       | 2027 ASPS President                       |
| PSF President (Co-chair)           | Arun K. Gosain, MD                 | Arun K. Gosain, MD     | Scott Hultman, MD                    | 2021 PSF President                   | 2022 PSF President                | 2023 PSF President             | 2024 PSF President             | 2025 PSF President                        | 2026 PSF President                        | 2027 PSF President                        |
| ASPS President-elect               | Alan Matarasso, MD                 | Alan Matarasso, MD     | 2020 ASPS President-elect            | 2021 ASPS President-elect            | 2022 ASPS President-elect         | 2023 ASPS President-elect      | 2024 ASPS President-elect      | 2025 ASPS President-elect                 | 2026 ASPS President-elect                 | 2027 ASPS President-elect                 |
| PSF President-elect                | Andrea L. Pusic, MD                | Andrea L. Pusic, MD    | 2020 PSF President-elect             | 2021 PFS President-elect             | 2022 PFS President-elect          | 2023 PFS President-elect       | 2024 PFS President-elect       | 2025 PFS President-elect                  | 2026 PFS President-elect                  | 2027 PFS President-elect                  |
| Board Representative               | Amanda Gosman, MD                  | Amanda Gosman, MD      | Slotted Seat (new 2020 member)       | Slotted Seat (new 2020 member)       | Slotted Seat (new 2020 member)    | Slotted Seat (new 2020 member) | Slotted seat (new 2024 member) | Slotted seat (new 2024 member)            | Slotted seat (new 2024 member)            | Slotted seat (new 2024 member)            |
| Board Representative               | Denise F Gottfried                 | Denise F Gottfried     | 2019 Rollover Member (Ms. Gottfried) | Slotted seat (new 2021 member)       | Slotted seat (new 2021 member)    | Slotted seat (new 2021 member) | Slotted seat (new 2021 member) | Slotted seat (new 2025 member)            | Slotted seat (new 2025 member)            | Slotted seat (new 2025 member)            |
| Bylaws Committee Chair             | Gary R. Culbertson, MD             | Gary R. Culbertson, MD | Slotted Seat (new 2020 member)       | Slotted Seat (new 2020 member)       | Slotted Seat (new 2020 member)    | Slotted Seat (new 2020 member) | Slotted seat (new 2024 member) | Slotted seat (new 2024 member)            | Slotted seat (new 2024 member)            | Slotted seat (new 2024 member)            |
| Prior GTF Member                   | James H. Wells, MD                 | James H. Wells, MD     | 2019 Rollover Member (Dr. Janis)     | 2019 Rollover Member (Dr. Gosain)    | 2019 Rollover Member (Dr. Gosain) | Slotted seat (new 2023 member) | Slotted seat (new 2023 member) | <del>Slotted seat (new 2023 member)</del> | <del>Slotted seat (new 2023 member)</del> | <del>Slotted seat (new 2027 member)</del> |
| Trustee                            | Gregory R.D. Evans, MD             | Gregory R.D. Evans, MD | Slotted Seat (new 2020 member)       | Slotted Seat (new 2020 member)       | Slotted Seat (new 2020 member)    | Slotted Seat (new 2020 member) | Slotted seat (new 2024 member) | Slotted seat (new 2024 member)            | Slotted seat (new 2024 member)            | Slotted seat (new 2024 member)            |
| Trustee                            | John A. Persing, MD                | John A. Persing, MD    | 2019 Rollover Member (Dr. Matarasso) | 2019 Rollover Member (Dr. Matarasso) | Slotted seat (new 2022 member)    | Slotted seat (new 2022 member) | Slotted seat (new 2022 member) | Slotted seat (new 2022 member)            | Slotted seat (new 2026 member)            | Slotted seat (new 2026 member)            |
| YPS Steering Committee Chair       | Ash Patel, MD                      | Ash Patel, MD          | Slotted Seat (new 2020 member)       | Slotted Seat (new 2020 member)       | Slotted Seat (new 2020 member)    | Slotted Seat (new 2020 member) | Slotted seat (new 2024 member) | Slotted seat (new 2024 member)            | Slotted seat (new 2024 member)            | Slotted seat (new 2024 member)            |

**Color Coded Chart:**

|                   |
|-------------------|
| On 2018 GTF       |
| Year 2 new member |
| Year 3 new member |
| Year 4 new member |
| year 5 new member |
| Year 6 new member |
| Year 7 new member |
| Year 8 new member |
| Year 9 new member |





**PRS EDITORIAL BOARD** (from <https://journals.lww.com/plasreconsurg/Pages/About-PRS-Editorial-Board.aspx>)

Most Editorial Board Members for *Plastic and Reconstructive Surgery (PRS)* serve as either “Section Editors,” “Associate Editors,” “International Associate Editors,” or “Partner Society Associate Editors.” All have the same set of basic responsibilities.

“Section Editors,” “Associate Editors” and “International Associate Editors” are recommended for nomination by the Editor-in-Chief and Co-Editor based on reviewer performance. **They are confirmed by the Managing Committee and then presented to the Editorial Board as a whole for confirmation.** Finally, the editors are approved by the ASPS Executive Committee. “Section Editor” and “Associate Editor” terms will last 4 years. At the end of the first term, depending upon willingness, performance as a reviewer, and the needs of the Journal, PRS Editorial Board Members may be re-elected to a second term of 4 years. “International Associate Editor” terms will last 4 years. At the end of the first term, depending upon willingness, performance as a reviewer, and the needs of the Journal, International Associate Editors may be re-elected to a single additional term of 4 years.

“Partner Society Associate Editors” are recommended by members of societies who partner with the ASPS as “MOU partners.” They are vetted by the Editor-in-Chief and the Co-Editor, nominated by the Managing Committee and then confirmed by the Editorial Board. Finally, editors are approved by the ASPS Executive Committee. Terms will last 2 years. At the end of the first term, depending upon willingness, performance as a reviewer, and the needs of the Journal, PRS Partner Society Associate Editorial Board Members can be re-elected to a second term of 2 years.

Under unique situations, Editors may be renewed beyond the end of their second terms for special “Business Extensions.” These are approved by the Managing Committee, Editorial Board, and Executive Committee as well.

Additional Editors, “Contributing Editors,” “Consulting Editors,” and “Resident Ambassadors” have unique responsibilities.

**“Section Editors,” “Associate Editors,” “International Associate Editors,” and “Partner Society Associate Editors” all have the same set of basic responsibilities:**

- Continued excellence in reviewing articles for *PRS*, meeting or exceeding the baseline reviewer metrics for their respective post:
  - Section Editors: Agree to 90% of reviewer invitations; Complete 90% of those reviews no more than 2 days late on average.
  - Associate Editors: Agree to 80% of reviewer invitations; Complete 90% of those reviews no more than 2 days late on average.
  - International & Partner Society Associate Editors: Agree to 75% of reviewer invitations; Complete 90% of those reviews no more than 2 days late on average.  
Serve as peer reviewers for articles from specific global regions for regional perspective;
- Attendance at the Editorial Board meetings, held at the ASPS Annual Meeting;
- Participation in Ad Hoc Committees which conduct studies and implement new initiatives for the Journal;
- Become a “*PRS* ambassador”: read articles at PRSJournals.com and share articles via social networks, promote the Journal, participate in special contests and interactive events on the website.
- General advocacy of the Journal and its sister publication, *PRS Global Open*

- Provide assistance with special projects upon request, such as building collections, generating article topics, soliciting articles, serving on supplements as Guest Editors or reviewers;
- Consider submitting manuscripts to PRS;
- Potentially serve as a guest at Managing Committee or Strategic Planning Meetings, if requested
- Fill out ASPS Conflict of Interest Disclosure form and Reviewer COI form on an annual basis

**“Section Editors”** have expanded responsibilities:

- Serve as CHIEF peer reviewer for respective sections (increased reviewing workload)
- Willingness to be called upon for additional extra projects based upon the section and the needs of the Journal
- Attendance of the annual Strategic Planning meeting upon request
- Serve on the Managing Committee, which manages both *PRS* and its sister publication, *PRS Global Open*; Attend the Annual Managing Committee Meeting for the Journal held at the ASPS Annual Meeting;
- Timely response to the Editorial Office (<48 hours) for Summary Reviews and Tie-Breaker Reviews.
- Preview the controversial/challenging submissions sent to the Journal that pertain to their section.
  - They will not be expected to preview all of the manuscripts sent that pertain to their section—the Editor-in-Chief will send only the controversial or challenging papers.
  - The Section Editors will then review papers and determine if they should be reviewed at all (or summarily rejected). If they should be reviewed, they can suggest potential reviewers for the papers. (Section Editors will probably review fewer papers than they currently do, but are asked to preview papers and provide potential reviewers to the Editor.)
- Generate lists of articles to solicit in specific section based upon request
- Assist the Editor and Co-Editor to review TOCs of potential supplements that pertain to their sections; help think of potential sponsors for supplements that pertain to their sections upon request
- Potentially participate on quarterly or intermittent conference calls in relation to the Journal Managing Committee

**“Ex Officio Member”**

The Editor-in-Chief of *PRS Global Open* will serve on the PRS Editorial board as a non-voting “Ex Officio Member.”

**"Resident Ambassadors:"**

Resident Ambassadors to the *PRS* Editorial Board are selected from active participation and demonstrated leadership and initiative in the *PRS & PRS Global Open* Resident Advisory Board. Resident Advisory Board Interested Parties as well as nominees from the members of both Editorial Boards are welcome year-round. They are vetted by the Editor-in-Chief and the Co-Editor, nominated by the Managing Committee and then confirmed by the Editorial Board. Finally, editors are approved by the ASPS Executive Committee. Resident Ambassadors serve for 1 year, with an option for a 1-year renewal of service.

**Duties:**

- PRS Journal Club:
  - Select in a timely fashion Journal Club picks monthly and provide 3 classic articles (including one classic CME) and classic videos where applicable (monthly)
  - Arrange, Schedule, and Conduct monthly podcasts with co-ambassadors and special guest on 3 Journal Club topics, adhering to schedule (monthly)
  - Select, help promote, develop questions for, and moderate live Facebook Q&A discussion of selected Journal Club article (monthly)
- PRS Grand Rounds:

- Work with Editorial Office and Editor-in-Chief to coordinate, arrange, and promote quarterly PRS Grand Rounds lectures via Facebook Live.
- Assist a local lecturer with set-up, presentation development, and back-end support during their lecture.
- Represent the Journal and its interests with an active and engaged social media presence (Instagram, Twitter, Facebook, and YouTube preferred)
- Serve as peer reviewers on any resident specific PRS and PRS Global Open submissions
- Serve as a frequent blogger for “PRS Resident Chronicles”
- Help maintain and update Resident-specific content and framework on PRSJournals.com as needed
  - Including but not limited to creating and maintaining any Resident-specific article collections
  - Attend annual Strategic Planning Meeting upon invitation and/or Editorial Board meeting as a representative voice for the resident community
- Provide feedback on resident-facing initiatives
- Serve as an ambassador for PRS initiatives, promoting PRS and affiliated products where possible.

**"Consulting," "Contributing," and Additional Editors:**

Consulting, Contributing, and Additional Editors on the *PRS* Editorial Board are expected to serve as excellent peer reviewers for both journals, but also are responsible for completing repeating specialty assessments and creating unique output that add additional value, material, and engagement-opportunities to the Journal. The Outcomes, Safety and CME Consulting Editors serve on the joint PRS and PRS Global Open Managing Committee. Contributing Editors and the CPT-ICD-10 Coding and Psychosocial Issues Consulting Editors do not serve on the Managing Committee. Appointments to these specialty positions do not have set term limits, though performance and willingness and desire to continue are assessed every four years. The tasks assigned to each specialty editor is as follows:

- ASPS Advertising Editor is responsible for reviewing advertisements to all ASPS publications to ensure compliance with advertising policy
- Review Editor is responsible for coordinating the book and media review section of the Journal
- CME Consulting Editor is responsible for defining the on-going scope of content and assisting solicit content for the monthly CME articles and assessment test on ASPS Ed Net. The CME Editor helps write and re-write the multiple-choice questions, proofs the tests on ASPS Ed Net, and generally assists with all aspects of the CME process.
- Safety Consulting Editor is responsible for assessing each issue of PRS and determining which articles meet the metrics to allow readers to claim one (1) hour of Category 2 Patient Safety Credit
- Outcomes Consulting Editor is responsible for assessing each issue of PRS and determining which articles meet the strict guidelines to be labeled as one of four Outcomes subcategories (Prevention, Quality of Care, Patient-Reported Health, and Cost). This assessment ensures that outcomes research is presented in a standardized fashion that is easily understandable.
- CPT-ICD-10 Coding Consulting Editor is responsible for writing 1 – 2 CPT Coding Perspective Columns for each issue of PRS.
- Psychosocial Issues Consulting Editor is responsible for annually writing at least 4 "Psychosocial Insights" Columns on specific articles in PRS.
- Social Media Consulting Editor is responsible for informing the Editor-in-Chief and staff on trends and initiatives for the Journal on social media, especially those that will help the journal reach its stated goals; providing a content-based video each month for posting on Journal social media streams; autonomously providing regular postings on one of the Journal’s key social media outlets promoting specific journal content.

- Video Index Contributing Editor is responsible for assessing the video content in each full issue or compendium of each journal and updating the PRS and PRS Global Open Complete Video Index database. This editor also provides social media content to highlight certain videos each month.

### PRS MANAGING COMMITTEE

The PRS Managing Committee is comprised of the PRS Section Editors, Co-Editor and Editor-in-Chief. Additionally, the ASPS Advertising Editor, PRS Review Editor, PRS Outcomes, Safety, CME, and Social Media Consulting Editors, serve on the PRS Managing Committee.

The PRS Managing Committee meets at least one time a year at the Annual Meeting; selected members of the Managing Committee may be called on to attend the PRS and PRS Global Open Strategic Planning meeting. The committee helps shape the strategic goals and aims of the journal.

The terms of service on the Managing Committee is dependent upon the term-length of the person's particular term of service upon their journal.

### PRS GLOBAL OPEN EDITORIAL BOARD (from <https://journals.lww.com/prsgo/Pages/About-PRS-GO-Ed-Board.aspx>)

PRS Global Open Editorial Board Members for *Plastic and Reconstructive Surgery - Global Open (PRS Global Open)* will serve as either "Regional Editors" or "Associate Editors."

"Associate Editors" are recommended for nomination by the Editor-in-Chief and Co-Editor based on reviewer performance. **They are confirmed by the Managing Committee and then presented to the Editorial Board as a whole for confirmation.** Finally, the editors are approved by the ASPS Executive Committee. Terms will last 3 years. At the end of the first term, depending upon willingness, performance as a reviewer, and the needs of the Journal, PRS Global Open Editorial Board Members may be re-elected to a second term of 3 years.

Basic responsibilities include:

- Continued excellence in reviewing articles for PRS Global Open, meeting or exceeding the baseline reviewer metrics for their respective post:
  - Associate Editors: Agree to 70% of reviewer invitations; Complete 90% of those reviews no more than 5 days late on average.
- Serve as peer reviewers for articles from specific global regions for regional perspective;
- Attendance at the Editorial Board meetings, held at the ASPS Annual Meeting, if possible;
- Participation in Ad Hoc Committees which conduct studies and implement new initiatives for the Journal;
- Become a "PRS Global Open" ambassador: read articles at PRSGlobalOpen.com and share articles via social media and professional networks, promote the Journal;
- Provide assistance with special projects upon request, such as building collections or generating article topics;
- Consider submitting manuscripts to PRS Global Open;
- Fill out ASPS Conflict of Interest Disclosure form and Reviewer COI form on an annual basis;

Additional "Contributing Editors," "Consulting Editors," and "Resident Ambassadors" have unique responsibilities.

"Regional Editors" are recommended for nomination by the Editor-in-Chief and Co-Editor based on numerous factors including global prominence and reviewer performance. They are confirmed by the Managing Committee and then presented to the Editorial Board as a whole for confirmation. Finally, the editors are

approved by the ASPS Executive Committee. It is preferred if they previously served as current or past editorial board members of *PRS* and/or *PRS Global Open*. Terms will last 4 years. At the end of the first term, depending upon willingness, performance as a reviewer, and the needs of the Journal, *PRS Global Open* Regional Editors may be re-elected to a second 4-year term. *PRS Global Open* Regional Editors serve on the Managing Committee, which acts as a managing body for both *PRS Global Open* and its sister publication, *Plastic and Reconstructive Surgery*.

Regional Editors' responsibilities include the Associate Editor responsibilities with these further additions:

- Serving on *PRS & PRS Global Open* Journal Managing Committee
- Continued excellence in reviewing articles for *PRS Global Open*, meeting or exceeding the baseline reviewer metrics for their respective post:
  - Regional Editors: Agree to 75% of reviewer invitations; Complete 90% of those reviews no more than 2 days late on average.
- Will serve as go-to peer reviewers and cursory reviewers for some short correspondences such as case reports
- Will help recruit peer reviewers and articles from their region
- Help with special projects/videos as per request
- Attend Managing Committee and Editorial Board meetings where possible.

There are no set numbers of necessary Regional Editor positions. Possible regions will include: Latin America, North America, Asia, Africa, Europe, Middle-East, Oceania.

#### **“Ex Officio Member”**

The Editor-in-Chief of *PRS* will serve on the *PRS Global Open* Editorial board as a non-voting “Ex Officio Member.”

#### **"Resident Ambassadors:"**

Resident Ambassadors to the *PRS Global Open* Editorial Board are selected from active participation and demonstrated leadership and initiative in the *PRS & PRS Global Open* Resident Advisory Board. Resident Advisory Board Interested Parties as well as nominees from the members of both Editorial Boards are welcome year-round. They are vetted by the Editor-in-Chief and the Co-Editor, nominated by the Managing Committee and then confirmed by the Editorial Board. Finally, editors are approved by the ASPS Executive Committee. Resident Ambassadors serve for 1 year, with an option for a 1-year renewal of service.

Duties:

- *PRS Global Open*'s “Face the Case”
  - Work with Editorial Office staff to select cases, identify guests, and record videos for this initiative
  - Each Resident Ambassadors would be responsible for at least 4 “Face the Case” installments per year.
- *PRS Global Open* Keynotes Podcast: Residents Edition
  - Record at least 1 “special edition” podcasts in a calendar year which focus on resident life, medical school, or other topics based on *PRS Global Open* content (subject to Editor-in-Chief approval)
  - Podcasts will feature a special guest; Resident Ambassadors will take initiative in identifying guests, contacting them, and coordinating recording schedule
  - Promote these podcasts on social media
- Represent the Journal and its interests with an active and engaged social media presence (Instagram, Twitter, Facebook, LinkedIn)
- #PRSGlobalOpenUp

- Help promote, participate and actively recruit other residents and surgeons to participate in the social media campaign designed to have surgeons from around the world discuss PRS Global Open articles.
- Serve as peer reviewer on any resident specific PRS Global Open submissions and other submissions as needed.
- Help maintain and update Resident-specific content and framework on PRSGlobalOpen.com as needed
  - Including but not limited to creating and maintaining any Resident-specific article collections
  - Inform Resident Advisory Board and larger Resident community of upcoming special events and advances in PRS Global Open taken to improve Resident experience.
  - Inform Editor-in-Chief of nominations for future Resident ambassadors
- Provide feedback on resident-facing initiatives
- Serve as an ambassador for PRS Global Open initiatives, promoting PRS Global Open and affiliated products where possible.
- PRS Journal Club | PRS Grand Rounds:
  - Help promote and participate in PRS Journal Club and PRS Grand Rounds initiatives on Facebook

### **"Consulting" and "Contributing" Editors:**

Consulting and Contributing Editors on the *PRS Global Open* Editorial Board are expected to serve as excellent peer reviewers for both journals, but also are responsible for completing repeating specialty assessments and creating unique output that add additional value, material, and engagement-opportunities to the Journal. The Podcast and Social Media Consulting Editors serve on the joint *PRS* and *PRS Global Open* Managing Committee. Contributing Editors do not serve on the Managing Committee. Appointments to these specialty positions do not have set term limits, though performance and willingness and desire to continue are assessed every four years. The particular tasks assigned to each specialty editor is as follows:

- Social Media Consulting Editor is responsible for informing the Editor-in-Chief and staff on trends and initiatives for the Journal on social media, especially those that will help the journal reach its stated goals; providing a content-based video each month for posting on Journal social media streams; autonomously providing regular postings on one of the Journal's key social media outlets promoting specific journal content.
- Podcast Consulting Editor is responsible for planning, coordinating, and recording approximately two monthly episodes of the PRS Global Open Keynotes Podcast; advising Resident Ambassadors on their resident-specific special editions of the Keynotes Podcast; informing the Editor-in-Chief and staff on trends and initiatives for the Journal regarding podcasts, especially those that will help the journal reach its stated goals.
- Video Index Contributing Editor is responsible for assessing the video content in each full issue or compendium of each journal and updating the PRS and PRS Global Open Complete Video Index database. This editor also provides social media content to highlight certain videos each month.

### **PRS GLOBAL OPEN MANAGING COMMITTEE:**

The PRS Global Open Managing Committee is comprised of the PRS Global Open Section Editors, Co-Editor(s) and Editor-in-Chief of PRS Global Open.

The PRS Global Open Managing Committee meets at least one time a year, usually at the Annual Meeting; selected members of the Managing Committee may be called on to attend the PRS and PRS Global Open Strategic Planning meeting. The committee helps shape the strategic goals and aims of the journal.

The terms of service on the Managing Committee is dependent upon the term-length of the person's particular term of service upon their journal.

## Appendix E New Committee Information Form

**Committee Name:** \_\_\_\_\_

**Business Line:** \_\_\_\_\_

**Parent Committee:** \_\_\_\_\_

### Committee Information

| Committee Detail  | Information |
|---|-------------|
| ASPS or PSF Committee   |             |
| Standing / Special*   |             |
| Committee Description / Charge  |             |
| How Chair Determined<br><i>(typically appointed by ASPS or PSF President)</i>   |             |
| How Members Determined<br><i>(typically appointed by ASPS or PSF President)</i> |             |
| Put on Cmte Application?  |             |
| Membership Restrictions**   |             |
| Can Residents Serve? **   |             |
| Term Length***  |             |
| # Consecutive Terms Allowed***  |             |
| YPS Rep on Committee?   |             |
| Special Notes   |             |
| Inaugural Committee / Subcommittee Leader(s)                                    |             |
| Inaugural Committee / Subcommittee Members                                      |             |
| Staff Liaison(s)  |             |

\*A standing committee is specifically mentioned in either the ASPS or PSF Bylaws. Otherwise, the committee is a special committee, with some exceptions such as Board of Directors, Trustees or Judicial Council, which are treated as Standing.

\*\*Active members may serve on all committees. Unless otherwise indicated, Life Active, Candidates for Active, International, and Resident Affiliates may serve on committees. Note that Graduating Senior Residents must apply for either the Resident Fellows Forum (RFF) or Candidacy in ASPS to continue their service on an ASPS committee.

\*\*\*Per ASPS and PSF Bylaws, committee members serve from the time of their appointment or election until the conclusion of the next Annual Business Meeting. In essence, committee term length is 1 year and the committee term is from ABM to ABM or, generally, October to October. The Bylaws provide that chairs may serve a maximum of 3 1-year terms and the Committee Appointment Guidelines provide that members may serve a maximum of 3 1-year terms.