



## **MEMBERSHIP COMMITTEE**

### **Composition and Appointment:**

Members: In addition to the Chair, Chair elect and Past chair, a variable number (with no less than 3 and no more than 17, preferably between 3-10) who are recommended by the Chairperson with advice and concurrence of the responsible Board Director.

### **Terms:**

Chairperson: 2 year progressing from Chair-Elect.

Chair-Elect: 1 year, appointed by consensus of Committee in conjunction with and approval of the responsible Board Member

Past- Chair: 1 year progressing from Chair. Position holds full voting privileges.

Members: 3 years, which may be renewed for one additional 3-year term. No member may serve more than 6 years on the Committee unless progressing through a leadership role.

### **Responsibilities:**

Enhance membership in the PRiSM by actions which include:

1. Review and approve new member applications and requests for Emeritus Membership through an online review system.
2. Update and revise the dues renewal notice that is sent via email and paper to members.
3. Facilitate mentoring and networking. Create additional ways for members to become involved.
4. Pursue growth opportunities for the membership of the PRiSM: international membership, diversity, and recruit new people to leadership.
5. Propose ways to enhance products of benefit to members, including but not limited to the Annual Meeting and Publications.
6. Develop and staff membership booth during Annual Meeting.
7. Submit committee member updates. All Committee rosters will be then updated automatically through the database
8. Manage and grow the PRiSM database for email contact, etc. Work with other societies to add potentially interested members to the database.

## **RESEARCH COMMITTEE**

### **Composition and Appointment:**

Members: In addition to the Chair, Chair-elect and Past Chair, the number of members is variable but between 3 and 17. A minimum of six members is recommended. The number of members is subject to the needs and recommendations of the Chairperson with the approval of the responsible Board Director.

### **Term:**

Chairperson: 2 years progressing from Chair-Elect.

Chair-Elect: 1 year, appointed by consensus of Committee, Board Member, and Second Vice President.

Past-Chair: 1 year progressing from Chair. Full voting privileges.

Members: 3 years, which may be renewed for one additional 3-year term. No member may serve more than 6 years on the Committee unless progressing through a leadership role.

### **Responsibilities:**

The Research Committee promotes the quality and quantity of research in pediatric and adolescent sports medicine. The Committee focuses on activities that enhance research interest and education, including developing and sustaining research collaborations among members of PRiSM. To meet this goal, it will:

1. Invite and evaluate applications and recommend the award of the PRiSM research grant(s) when available.
2. Request progress report from prior year's recipients and coordinate its/their presentation at the annual meeting.
3. Work with PRiSM's webmaster to ensure that Committee announcements and reminders of deadlines are disseminated in a timely fashion.
4. Submit questions for PRiSM's needs assessment survey; review and discuss responses received from the general membership.
5. Explore ways to fund a research grant. Explore new ideas for use of the research grant funding.
6. Update the committee webpage.
7. Submit committee member updates.  
All Committee rosters will be then updated automatically through the database.
8. Develop multicenter research studies within PRiSM. Coordinate activities of Research Interest Groups (RIG's). Select a leader for each RIG. Participate in RIG conference calls. Report on RIG progress at board meetings and calls.

## **EDUCATION COMMITTEE**

### **Composition and Appointment:**

Members: In addition to the Chair, Chair-elect and Past-chair, a variable number (with no less than 3 and no more than 15) who are recommended by the Chairperson with advice and concurrence of the Second Vice President.

### **Terms:**

Chair: 2 year progressing from Chair-Elect.

Chair-Elect: 1 year, appointed by consensus of Committee in conjunction with and approval of the Second Vice President.

Members: 3 years, which may be renewed for one additional 3-year term. No member may serve more than 6 years on the Committee unless progressing through a leadership role.

### **Responsibilities:**

The Committee represents the membership in the publication of research issues, webinars, and any special books or other publications under the auspices of PRiSM. The Committee participates in determining the content of the PRiSM website. They should also be responsible for public education and advocacy.

- a. Monitor publications by PRiSM members that claim or imply representation of the views or opinions or endorsement of PRiSM. Where such a claim is potentially damaging to PRiSM's reputation, contrary to its goals and policies, or likely to increase its liability, the committee takes appropriate action via disclaimer with consent of the President and Board of Directors
- b. Work closely with the Communications Committee for content for social media posts and the PRiSM newsletter

### **General**

- a. Recommend and implement dissemination of special books, publications, guidelines within competence and interest of PRiSM for parents, professionals, legislators, etc. Lists of appropriate readings for patients and for professionals are maintained by ex-officio members under supervision of the Committee.
- b. Prepare, either collectively or individually, and review as a body, reports and letters to the public and/or its elected representatives in the local, state or federal legislative bodies on behalf of PRiSM for presentation and approval of PRiSM and Board of Directors prior to dissemination.
- c. Periodically survey membership as to their needs and satisfaction in educational offerings.

## **SCIENTIFIC PROGRAM COMMITTEE**

### **Composition and Appointment:**

Co-Chairs: Two Co-Chairs for the upcoming year's (2xxx +1) Annual Meeting, progressing from the Co-Chairs elect roles.

Co-Chairs elect: Two Co-Chairs elect are selected and appointed by the Second Vice President to serve as chairs for the 2xxx+2 meeting. At the completion of the 2xxx+1 meeting, they immediately move into the Co-Chairs positions for the 2xxx+2 meeting.

Additional Members: At least four and up to 10 additional members are appointed by the Scientific Program Co-chairs and First VP (responsible for the meeting being planned) based on the professional diversity needed in abstract review. Helpful to have the past Scientific Program Co-Chairs as members

### **Terms:**

Co-Chairs: 1 year progressing from Co-Chairs Elect.

Co-Chairs Elect: 1 year, appointed by the Second Vice President.

Members: One year. Consecutive reappointment is permissible.

### **Responsibilities:**

1. Develop a theme and Scientific Program for the Annual Meeting in conjunction with the Second Vice President in order to develop a "Save the Date" notification (i.e. email, slide, postcard, flyer)
2. Develop Annual Meeting timeline and assign committee members to relevant tasks.
3. Assure program's contents with respect to quality.
4. Assure program's reach is balanced among the various disciplines comprising PRiSM membership.
5. Distribute the "Call for Abstracts" notifications
6. Review and grade all abstract submissions and select balanced topics for inclusion to the program.
7. Coordinate the general sessions along with keynote presentations, instructional courses, oral presentations, scientific posters and audiovisual programs, awards (in conjunction with the Research Committee). These must be coordinated with respective committee chairpersons involved.
8. Conduct committee meetings via conference call to adhere to the timeline and complete the program.
9. Develop purpose, objectives and target audience for the Annual Meeting and post the preliminary program online when registration is open.
10. Select and invite committee members to moderate specific sessions of the meeting, based on their expertise.

11. Coordinate CME/CEU/CE credit information from 3<sup>rd</sup> party vendor and adhere to their policies.
12. Develop an evaluation to be distributed to all participants following the meeting.

## **AWARDS COMMITTEE**

### **Composition and Appointment:**

Members: In addition to the Chair, Chair-elect and Past-chair, a variable number (with no less than 5 and no more than 9) who represents all disciplines of the PRiSM membership and are recommended by the Chairperson with advice and concurrence of the Second Vice President.

### **Terms:**

Chairperson: 1 year progressing from Chair-Elect.

Chair-Elect: 1 year, appointed by consensus of Committee in conjunction with and approval of the Second Vice President.

Past-Chair: 1 year progressing from Chair. Position holds full voting privileges.

Members: 3 years, which may be renewed for one additional 3-year term. No member may serve more than 6 years on the Committee unless progressing through a leadership role.

### **Responsibilities:**

1. Review and select recipient of the Hank Chambers Best Scientific Paper Award from all eligible presentations at the Annual Meeting.
2. Review and select recipient of the Mininder Kocher Promising Career Award from all eligible trainee presentations at the Annual Meeting.
3. Review and select recipient of the PRiSM Best Scientific Poster Award from all scientific posters displayed at the Annual Meeting.

## **DIVERSITY COMMITTEE**

### **Composition and Appointment:**

Chairperson: The Chair is appointed by the President.

Members: In addition to the Chair, a variable number of members (with no less than 2 and no more than 11) who are recommended by the Chairperson will be appointed with advice and concurrence of the responsible Board Director (Second Vice President). The makeup of the Committee should reflect the interdisciplinary nature of the PRiSM membership.

### **Terms:**

All Members: Two years, with review after two years regarding continuation of appointments.

Committee: The ongoing need for this Ad Hoc Committee will be assessed by the Board of Directors after two years, with review and renewal of the charter as deemed necessary at that time.

### **Responsibilities:**

The Diversity Committee works to ensure that (1) the culture within the PRiSM community is one that values and encourages diversity; and (2) the membership and leadership of PRiSM are reflective of the communities that we study and care for. To meet this goal, the committee will work in collaboration with the existing Membership, Education, Research and Scientific Program Committees to:

1. Develop a diversity mission statement that aligns with the current PRiSM mission statement, for Board adoption
  - a. Disseminate this concept and commitment through the use of PRiSM's social media accounts
    - i. The Diversity Committee Chair may attend pertinent components of conference calls for the Education Committee and/or its Social Media subcommittee to achieve this end.
2. Develop educational opportunities for the membership to learn about diversity, its value, and barriers to it. This may include efforts such as:
  - a. Diversity-focused lectures and/or symposia at Annual Meeting(s)
    - i. The Diversity Committee Chair may also liaise with the Scientific Program Committee through conference call attendance to achieve this end.
  - b. Incorporation of links to websites that educate about implicit bias and diversity on the PRiSM website
    - i. The Diversity Committee under the guidance of its Chair, may determine which links are most educational for PRiSM members and work directly with the Education committee to have these approved and then posted by the Social Media subcommittee.
3. Foster relationships with existing diversity-building programs in musculoskeletal medicine in order to:
  - a. Create opportunities for collaborative research
    - i. Continue to foster existing relationship with Nth Dimensions
    - ii. Seek and reach out to similar programs
4. Develop a mentorship program within PRiSM, which may include efforts such as:

- a. Speed-mentoring workshop at Annual Meeting(s)
  - i. This may be done in concert with the Membership Committee, coordinated through direct or electronic communications between the Chairs of the Diversity and Membership Committees.
  
- 5. Maintain open communication with the membership
  - a. Create a means by which members may email or otherwise anonymously submit comments related to diversity within PRiSM
    - i. The Diversity Committee will work directly with representatives from the Membership Committee and Social Media subcommittee to address each concern and to ensure that responses are available to all PRiSM members in a timely, transparent fashion
  
- 6. Evaluate longitudinally PRiSM's efforts to improve diversity throughout all levels of the membership and leadership
  - a. Committee chairs should be purposefully inclusive when proposing members
    - i. The Diversity Committee may develop and propose a method for accountability in this effort
  - b. Serial member needs assessment surveys may be used to measure changes in the gender/ racial /ethnic/ sexual orientation makeup of the PRiSM membership over time
    - i. First baseline Member Needs Assessment completed in 2/2018



## **COMMUNICATIONS COMMITTEE (NEW-2019)**

### **Composition and Appointment:**

Members: In addition to the Chair, Chair-elect and Past Chair, the number of members is variable (and between 3 and 15) and subject to the needs and recommendations of the Chairperson with the approval of the responsible Board Liaison.

### **Terms:**

Chairperson: 1 year progressing from Chair-Elect.

Chair-Elect: 1 year, appointed by consensus of Committee in conjunction with and approval of the responsible Board Member and Second Vice-President.

Past Chair: 1 year progressing from Chair.

Members: 3 years, which may be renewed for one additional 3-year term. No member may serve more than 6 years on the Committee unless progressing through leadership roles on the Committee.

### **Responsibilities:**

1. Utilize coordinated strategies to disseminate PRiSM communications broadly and efficiently.
2. Promote PRiSM through the use of customized messaging to target specific professions or segments of the population to assist them in understanding the potential benefit of the PRiSM.
3. **Utilize technology to optimize and communicate around learning.**
4. Oversee PRiSM website content
  - a. Make recommendations for changes to the website and evaluate any planned website changes
  - b. Establish and disseminate mechanisms for content to be placed, reviewed, and/or revised on the website
  - c. Maintain information about the Committees' activities for the website
5. Create and distribute communication products that are relevant for the membership (e.g. publishing a newsletter).
6. Maintain the PRiSM social media presence with support from PRiSM staff including, but not limited to:
  - a. Facebook page
  - b. Twitter feed
  - c. Other avenues as deemed appropriate and approved by Academy leadership
7. Upon request, evaluate and report to PRiSM leadership regarding new opportunities for communication within or beyond Society membership that may be of benefit to the PRiSM.