



PCRS Committee Policies & Responsibilities

PCRS committee members have the overall responsibility for supporting the PCRS Board of Directors and carrying out the committee charges set forth by the Society.

PCRS committee members must be a member in good standing to be eligible to sit on a standing committee. They can submit their interest directly to the PCRS office or be recommended by a committee chair or board members.

Minimum expectations for all PCRS committee members include:

- Participate in committee calls (Meeting frequency varies by committee.)
- Available for committee communication including video calls and emails.
- Support the PCRS mission, goals and committee initiatives.
- Attend at least one face-to-face committee meeting (typically in conjunction with the Annual Meeting) annually which includes periodically suggesting agenda items and asking timely and substantive questions (Number of face-to-face meetings varies by committee)
- Support the majority decision.
- Notify staff when attending an external meeting/conference on issues that might be of interest to the Society.

Executive Committee (Term Coincides with Officer Term)

The Executive Committee acts for the Society in all matters during the interim periods between Board of Director meetings. The Executive Committee is made up of the President, the Vice President Finance, the Vice President Administration, the Immediate Past President, the President Elect, the Executive Director, and the Director of Finance.

Responsibilities include:

- Serving as the Finance Committee
- Serving as the Personnel Committee
- Reviewing and overseeing the Management Contract
- Overseeing revisions to the By-Laws and Policy Manual

Committee Members: President, President Elect, Vice President Finance, Vice President Administration, Immediate Past President, Executive Director



Program Committee

The Program Committee is responsible for developing the PCRS CME activities known as the Annual Meeting. The Program Committee will include one Program Chair, one incoming Program Chair and one immediate past Program Chair, the President, the Executive Director, and up to ten members-at-large of the Society.

After conclusion of the annual meeting and yearly board elections, the Program Committee Chair is selected by the incoming president, so they may work aligned on the program together. They will serve a three year term on the Program Committee (1st year as incoming Program Chair, 2nd year as Program Chair and 3rd year as Immediate Past Program Chair). The remaining committee members are recommended by the chair and president to be confirmed by the executive committee.

The Program Committee Chair is directly supervised by and works in conjunction with the President, Executive Director and CME Chair.

All committee members will have their registration waived for the annual meeting. The Program Chair will be eligible to have flight and hotel accommodations reimbursed.

Responsibilities include:

- Complete Gap Analysis and Needs Assessment from the previous year's meeting and other appropriate sources.
- Create needs assessment and expected learning outcomes based on the above analysis.
- Select CME activities based on Gap Analysis and Needs Assessments.
- In conjunction with the executive director create the schedule of events for the Annual Meeting.
- Provide written descriptions, objectives and planned outcomes for all CME activities.
- Select faculty ensuring honoraria, travel, and other related CME activity expenses are at or below the budget approved by the Board of Directors.
- Propose topics and speakers for Roundtable Discussion sessions.
- Keep Board of Directors apprised of the program as it develops.
- Provide written materials for publication related to the activities of the committee as requested by the Communication Committee and staff.
- Provide input and constructive plan to improve future meetings.
- Report status of committee activities at all scheduled meetings of the Board of Directors.
- Provide written materials for publication related to the activities of the committee as requested by the Communication Committee and staff.

Accountability

- The CME/Program Committee reports to the Board of Directors
- Regular written reports shall be presented to the Executive Committee and Board of



Directors

- The CME Committee shall meet regularly by telephone conference, and in person at the Annual Meeting.

Abstract Committee

The mission of the Abstract Committee is to actively promote participation in abstract submission and grading. Their strategic planning goals are to:

Expand content of meeting relevant to allied disciplines by:

- Increasing oral abstracts by discipline; create categories; call for abstracts; Need to publicize.
- Design processes eliminating barriers to discipline to submit abstracts.

Encourage and reward innovation in our young members (broad based).

- Create award/recognition for specialty affiliates and disciplines all groups.
- Inspire awards committee to rethink awards and incentives for innovation.

The Abstract Committee will include one Abstract Chair, potentially one incoming Abstract Chair, potentially one immediate past Abstract Chair, the President, the Executive Director, and members-at-large of the Society. The committee members will be confirmed by the Abstract Chair and can be self-nominated or nominated by a board or committee member.

The Abstract Committee Chair is directly supervised by and works in conjunction with the President and Executive Director.

Scholarship Committee

The mission of the PCRS Awards Scholarship Committee is to actively promote, expand, review and support scholarships to members.

Their strategic planning goals are to:

Increase diversity of membership and leadership.

- Develop scholarships to be open to all disciplines.

Expand and financially support collaboration and networking opportunities for membership.

- Identify ways to expand travel scholarships and advertise with multiple reminders (1st author or training poster, presenter, new attendee, trainee- nurses, GC, Lab, residents w/o fellowship; committees select winners.

Broaden next generation membership by encouraging attendance of reproductive urology fellows and allied health fields by offering scholarships mentoring opportunities.

- Develop guidelines for keeping scholarship fund reserves, don't deplete and replenish regularly.
- Study ways to broaden eligibility for scholarship.
- Create an application for scholarship (outside of research), confirm that sponsoring program does not have provided funding, subcommittee reviews the applications and chose X number to invite to the meeting.
- Design strategies to broaden awards to include those for genetic counselors, mental health professionals, urology/andrology, nurses (as long as a minimum number of abstracts submitted).

The Awards/Scholarship Committee will include one Awards/Scholarship Chair, potentially one incoming Awards/Scholarship Chair, potentially one immediate past Awards/Scholarship Chair, the President, the Executive Director, and members-at-large of the Society. The committee members will be confirmed by the Awards/Scholarship Chair and can be self-nominated or nominated by a board or committee member.

The Awards/Scholarship Committee Chair is directly supervised by and works in conjunction with the President and Executive Director.

Social Media/Communications Committee

The mission of the Social Media/Communications Committee is to promote and encourage engagement of members.

Their strategic planning goals are to:

Encourage interpersonal connections/foster spaces for interactions.

- Create virtual networks to focus on tasks and allow connection.

Develop an innovative plan to enhance social media presence.

- Develop a social media/Communication Committee encouraging fellow representatives (call for volunteers-SREI, PCRS members, fellowship directors).
- Establish communication liaison on the board.
- Identify and engage fellows at current PCRS meeting to join and/or get more information.

The Social Media/Communications Committee will include one Social Media/Communications Chair, potentially one incoming Social Media/Communications, potentially one immediate past Social Media/Communications Chair, the President, the



Executive Director, and members-at-large of the Society. The committee members will be confirmed by the Social Media/Communications Chair and can be self-nominated or nominated by a board or committee member.

The Social Media/Communications Committee Chair is directly supervised by and works in conjunction with the President and Executive Director.

Grant Committee

The mission of the Grant Committee is to actively expand and promote participation in research grants.

Their strategic planning goals are to:

Expand and financially support collaboration and networking opportunities for membership.

- Promote and educate research grants (number, value, awareness of program).

Introduce ways to encourage corporate partners to support and advance creativity and innovation.

- Encourage corporate partners to consider an innovation grant to be awarded.

Dr. Lori Marshall would like the grant committee to develop a new Fellowship Grant in honor of Dr. Jan Gorrill from OHSU who spearheaded the PCRS Fellows program.

The Grants Committee will include one Grants Chair, potentially one incoming Grants, potentially one immediate past Grants Chair, the President, the Executive Director, and members-at-large of the Society. The committee members will be confirmed by the Grants Chair and can be self-nominated or nominated by a board or committee member.

The Grants Committee Chair is directly supervised by and works in conjunction with the President and Executive Director.

Membership Committee

The mission of the Membership Committee is to actively promote and recruit new members and to encourage committee participation of PCRS Members.

Their strategic planning goals are to:

Increase diversity of membership and leadership.

- Initiate a process to ensure many (all) disciplines are on the presidential chain.



Improve opportunities for trainee involvement.

- Ensure young (new) trainees involved in PCRS decisions, Junior Board Member.

Expand and financially support collaboration and networking opportunities for membership.

- Create and diversify outreach to training programs w/o REI and all affiliates for mentorship opportunities communication/advertising/planning to add a trainee/mentorship reception.

Improve educational content and meeting experience for all society members (APP's, fellows, genetic counselors).

- Ensure broad (BOD now) representation in the Program Committee, BOD, and future strategic planning.
- Create Mentorship Initiative/Program to match member/member; ask for volunteers; connect during year and in person @ meeting; Connect Fall & Winter & Annual Mtg.

Advance and strengthen the society's relationship with industry partners.

- Create ways to include industry in strategic planning.
- Solicit feedback from industry partners; each year; Pres/VPs/BD; meet separately in Sept; review feedback; distill themes, and make recommendations (next meeting cycle; ED/Pres) to BOD in Oct.

Increase revenues to society to ensure sustainability – venue evaluation; increase vendor opportunities.

- Create SIGs with membership fees for additional revenue.

Increase opportunities for members of all disciplines to serve PCRS.

- Study and consider mentorship program.
- Identify and consider establishing SIGs.
- Promote and continue BOD leadership path that includes non-MDs.

Director of Continuing Medical Education (CME)

The Board of Directors shall appoint a Director of Continuing Medical Education every three years.

In coordination with the Program Chair, Executive Director and PCRS staff, they are responsible for ensuring PCRS meets and/or exceeds all requirements for accreditation by the Accreditation Council for Continuing Medical Education (ACCME).

These requirements will be met either through PCRS operations or a hired consultant to



oversee the CME process and regulation.

Overall Responsibilities of the CME process and regulation may include:

- Assign AMA PRA Category 1 credit to individual educational activities in accordance with the ACCME Standards for Commercial Support and Accreditation Criteria
- Monitor educational outcomes measures for overall CME programs.
- Regularly evaluate the level to which the CME program is achieving the CME mission.
 - Monitor and, as appropriate, respond to changes in the CME industry.
 - Review and revise the self-study document as part of the reaccreditation process.
 - Develop and recommend policy on all aspects of CME.
- Report status of committee activities at all scheduled meetings of the Board of Directors.
- Provide written materials for publication related to the activities of the committee as requested by the Communication Committee.
- Advise the PCRS Board of Directors on matters relating to the educational needs of the membership.
- Solicit ideas for educational programming from the membership, other organizations concerned with the treatment of reproductive disorders, other educational entities, and potential commercial supporters.
- Assist the Program Chair in identifying effective speakers.
- Serve as a resource for Best Practices in program creation.
- Provide developmental assistance to the Program Chairs in areas of educational process, types of formats which have proven successful, topics of interest for discussion, and framework.
 - Working in conjunction with the program chairs, president, and executive staff, design a comprehensive series of educational activities for the annual meeting, which fits within the interests of the membership, as expressed in membership surveys and Annual Meeting Evaluations and follow up surveys.
- Review evaluation summaries of all CME activities sponsored by PCRS to determine appropriateness of program content and faculty for future activity development.
- Conduct an annual analysis and evaluation of the entire PCRS CME Program, review accomplishment of goals, and review and update the CME Mission Statement.