



Scientific Meeting Program Director Selection and Responsibilities Policy

Introduction

In order to support the effective exchange of fresh perspectives and encourage increasing diversity in the leadership sector of the medical industry, ASCCP will follow this policy for determining new Program Directors.

Roles and Selection Process

The Scientific Meeting Program Director Task Force will consist of two Co-Chairs and one Assistant Chair. The Board President-Elect and Treasurer will work in conjunction with the CEO to recommend (3) Program Directors for the next year. The recommendations will be brought to the Board at the January meeting for approval. Often, the task force will rotate by one position, with the senior most Co-Chair rotating off, and the other roles rotating up. There may be times, however, where this may not happen.

Criteria will include but is not limited to:

- Experience with Program Development
- Knowledge in their field of focus
- Network of relationships to build potential speaker base
- Commitment to ASCCP, prior committee work, and active membership with ASCCP

The President-elect, Treasurer, and CEO will ensure that factors such as sex/gender identity, race/ethnicity, disciplinary/professional background and membership-type are considered.

Commitment

Service as Program Director of a professional society is an important honor and responsibility. The membership of the Society relies on its Program Chairs to act in its best interests, to be knowledgeable about and proactive on the issues facing the industry, to be a good steward of the resources of the Society, and to be honest and trustworthy in all actions.



In regards to routine responsibilities, the Program Directors typically meet by conference call and/or video call every two weeks in the first few months, with much of the business being conducted by email.

Expectations of the Program Directors include but are not limited to:

- Maintaining an up-to-date and clean COI with no industry relationships for three years: the year preparing for the meeting, as well as for two years prior
- Attending all planning conference calls
- Remaining a member in good standing of the ASCCP
- Maintaining confidentiality of information received
- Representing ASCCP in a positive and supportive manner at all times and in all places
- Enhancing ASCCP's Public Image
- Attending the Scientific Meeting and participating as faculty
- Representing the mission and values of the ASCCP, furthermore representing ASCCP to its full potential and setting aside interests in competing entities while engaged in ASCCP business.

This policy has been reviewed, approved, and adopted by the Board of Directors on October 7, 2023