



AMERICAN SOCIETY OF
PLASTIC SURGEONS®



THE PLASTIC SURGERY
FOUNDATION®

Executive Office

444 East Algonquin Road • Arlington Heights, IL 60005-4664
847-228-9900 • Fax: 847-228-9131 • www.plasticsurgery.org

Policy Name:	Guideline for Committee Appointments
Background / Purpose:	This policy describes the process for committee leader and member selection and approval.
Program Area or Business Line	Governance
Policy Sponsor (Staff Officer):	Michael D. Costelloe, Executive Vice President
Approving Body:	ASPS/PSF Executive Committee
Authorized Signatories:	Gregory A. Greco, DO, ASPS President
Effective Date of Policy:	February 2017; Revised October 2023
Next Review Date:	October 2026

Guideline for Committee Appointments Table of Contents

Committee Service Application	1
Committee Leader / Member Evaluations	1
Committee Terms.....	1
Term Limits	2
Limits to the Number of Committees a Member May Serve On.....	2
Regular Committee Appointment Process	3
Special Rules for ASPS Board Directors	4
Special Rules for “Regular” Sensitive Committees	4
YPS Representatives	5
Member Engagement	5
Committee Diversity	5
Succession Planning	5
Member Type Restrictions	6
Non-Members on Committees	7
Outlier Committee Appointment Process	8
Task Force and Work Group Appointment Process	8
Process to Establish a New Committee	8
Confidentiality and Committee Work Product Agreement	8
Committee Member Communications	9
Off-Cycle Appointments	9
Emerging Leaders – Retention and Growth Opportunities	10
Appendices	
Appendix A – Committee Definitions	11
Appendix B – Roster of Committees	14
Appendix C – Succession Plans for Specific Committees	18
Appendix D – New Committee Information Form	19

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.

As of September 2023, there are 32 “regular” committees and 42 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 and whose members and chairs are appointed by the ASPS or PSF Presidents. 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 Meeting (AM) 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 AM to AM 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
Academic Affairs Council	AM to AM	Outside organization representatives, dependent upon outside organization position
ASPS Trustees*	AM to AM	3 years
ASPS/PSF Audit Committee [†]	Jan. 1 to Dec. 31	1 year
Conflict of Interest Committee [†]	AM to AM	3 years
Education Strategy Advisory Council	AM to AM	Duration of position
Ethics Committee*	AM to AM	3 years
Governance Committee [±]	AM to AM	4 years
Judicial Council*	AM to AM	3 years

Committee Name	Term Start / End	Term Length
National Endowment for Plastic Surgery Council of Advisors	AM to AM	3 years
Plastic Surgery Practice Solutions Board of Directors	AM to AM	4 years
PlastyPAC Board of Governors	AM to AM	2 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	"Section Editors," "Associate Editors" and International Associate Editors: 4 years. "Contributing Editor": 3 years. "Partner Society Associate Editors": 2 years
PRS Global Open Editorial Board	Jan. 1 to Dec. 31	"Associate Editors": 3 years. "Regional Editors": 4 years. "Section Editors": not yet set. "Resident Ambassadors": 1 year. "Consulting" and "Contributing" Editors: no set limit.
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
Research Oversight Council	AM to AM	Outside org reps, dependent upon outside org position
Spring Meeting Council	April 1 to March 31	1 year
SSI Study Subcommittee	AM to AM	Duration of study

**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 at least once.

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, age, gender, religion, sexual orientation, gender identity, disability, economic status, employment type, geography, and experience level, is actively encouraged and should be factored into the ultimate decisions on population of committees.

SPECIAL RULES FOR ASPS BOARD DIRECTORS

Unless the appointment is position-based, a short-term project-specific work group or task force, or otherwise authorized in the Society or Foundation Bylaws, ASPS Board Directors should not serve in leadership positions on committees during their tenure on the Board.

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, which consists of the current, incoming, and immediate past ASPS and PSF presidents. 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.

Committee or Subcommittee Name	Presidential Line Members
Development Committee	ASPS President (Ex Officio), ASPSPresident-elect, PSF President and PSF President-elect
Regenerative Medicine Subcommittee	ASPS President, PSF President, Immediate Past ASPSPresident

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.

Committee or Subcommittee Name	YPS Representative on Committee?
Academic Affairs Council	Yes
Clinical Registries Committee	Yes
Coding and Payment Policy Committee	Yes
Continuing Education Committee	Yes
Global Advancement for Academic Plastic Surgery	Yes
International Scholar Subcommittee	Yes
Plastic Surgery News Editorial Board	Yes
PlastyPAC Board of Governors	Yes, can't be current YPS Chair
Research Oversight Council	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, religious, 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, age, gender, religion, sexual orientation, gender identity, disability, economic status, employment 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
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
In-Service Examination Subcommittee	Active and Life Active members only
International Subcommittee	Active and Life Active members only
International Scholar Subcommittee	U.S. members only
Judicial Council	Active members only
Legislative Advocacy Committee	U.S. members only
Membership Committee	Active, Life Active, International, Candidate for Active and Military Candidate for Active only
Membership Compliance Subcommittee	Active members only
Military Plastic Surgeons Steering Committee	Active-Military, Military Candidate, prior U.S.-military, civilian partners & international military members only
NBIR Steering Committee	U.S. members: Active and Candidate members only
PlastyPAC Board of Governors	U.S. members only
Practice Management Committee	U.S. members only
PSF Study Section	Active member and Candidates for Active membership only
Public Education Committee	Active members only
Publications Committee	Active and Life Active members only
Residents Council	Residents 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 ACEPS. ACEPS 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.

Committee Name	Rationale for Non-Member Participations
Academic Affairs Council	The AAC includes representatives from other member organizations.
ASPS/PSF Nominating Committee	The PSF Board of Directors may appoint a Public member to the committee.
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.
Noordhoff Steering Committee	Yes. The two representatives from the Department of Plastic Surgery at Chang Gung Memorial Hospital may be non-members.
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	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.

Committee Name	Rationale for Non-Member Participations
Open Managing Committee (4 committees)	
PSF Board of Directors	Up to 3 non-members may serve on The PSF Board, per The PSF Bylaws.
PSF Study Section	Non-members representing Sister Societies may serve on the Study Section.
Research Oversight Council	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

With the approval of the Board of Directors, 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.

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 Governance Committee shall review the function of the new committee to ensure it is not being duplicated in an already established committee and provide guidance where necessary.

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

CONFIDENTIALITY AND COMMITTEE WORK PRODUCT AGREEMENT

Committee members may gain access to confidential and proprietary information while serving on committees. Committee members are obliged to maintain the confidentiality of information they obtain through their committee service unless it is in the public domain. In addition, committee work product, including data and other results generated by a committee, established by ASPS or PSF, is the property of ASPS and not of the committee members, as a group or as individuals. All ASPS and PSF committee members must affirm their agreement to maintain the confidentiality of information learned through committee service as well as their understanding that any work product they or the committee produce is owned by ASPS/PSF by signing the Confidentiality and Committee Work Product Agreement.

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 a signed Confidentiality and Committee Work Product Agreement on file. 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
- Clinical Registries Committee
- 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 News Editorial Board
- Plastic Surgery Practice Solutions Board of Directors
- PlastyPAC Board of Governors
- 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
- Wound Care Fellowship Committee

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 Presidents-elect are responsible for monitoring this talent pool and bringing forth candidates for consideration to the ASPS or PSF Board of Directors 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 meeting. At the time, the concerns with the existing structure were 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, 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 outlier committees 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 and whose members and chairs are appointed by the ASPS or PSF Presidents

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, sunseting, 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.

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. This reference to Council does not apply to the ASPS Council of Representatives, which is a new entity that was developed with the governance restructure that was adopted with the Bylaws vote that concluded on December 31, 2022.

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.

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.

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

Committee Name	Business Line	Organization
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
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 Committee	Health Policy/Advocacy	ASPS
Healthcare Delivery Committee	Health Policy/Advocacy	ASPS
Legislative Advocacy Committee	Health Policy/Advocacy	ASPS
Patient Safety Committee	Health Policy/Advocacy	ASPS
ASPS/PSF Bylaws Committee	Membership	ASPS / PSF
Diversity and 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
Residents Council	Membership	ASPS / PSF
Technology, Innovation, Disruption, and Entrepreneurship Committee	Membership	ASPS
Wellness Subcommittee	Membership	ASPS
Women Plastic Surgeons Steering Committee	Membership	ASPS / PSF
Young Plastic Surgeons Steering Committee	Membership	ASPS / PSF
Regenerative Medicine Subcommittee	Research	ASPS / 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.

Subordinate Committee Name	Business Line	Organization
Resident Curriculum Development - Aesthetic Subcommittee	Academic Affairs	ASPS

Subordinate Committee Name	Business Line	Organization
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 Work 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 and Innovation 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 – Process Improvement Subcommittee	Education	ASPS
Continuing Ed – Re-Accreditation Subcommittee	Education	ASPS
In-Service Exam – Comprehensive Work Group	Education	ASPS
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

Subordinate Committee Name	Business Line	Organization
Wellness – Academic Promotions Work Group	Membership	ASPS
Wellness – Aging Parents Work Group	Membership	ASPS
Wellness – Awareness/Mindfulness Work Group	Membership	ASPS
Wellness – Business Management Work Group	Membership	ASPS
Wellness – Children Work Group	Membership	ASPS
Wellness – Credentialing Work Group	Membership	ASPS
Wellness – Culture Work Group	Membership	ASPS
Wellness – Friends Work Group	Membership	ASPS
Wellness – Health Work Group	Membership	ASPS
Wellness – Spouse/Significant Other Work Group	Membership	ASPS
Wellness – Workload Work Group	Membership	ASPS

**The Membership Compliance Subcommittee is a subordinate group of the Membership Committee. Members do not apply specifically for this subgroup. The Membership Compliance Subcommittee is a standing committee with specific representation requirements defined in the ASPS Bylaws.*

OUTLIER COMMITTEES

Committee Name	Business Line	Organization
ASPS/PSF Board of Directors	Board of Directors	ASPS / PSF
Academic Affairs Council	Academic Affairs	PSF
Global Advancement for Academic Plastic Surgery	Academic Affairs	PSF
Wound Care Fellowship Committee	Academic Affairs	ASPS
ASPS/PSF Corporate Champions	Development	ASPS / PSF
BRA Fund Appropriations and Review Subcommittee*	Development	PSF
Annual Meeting Council	Education	ASPS
Education Strategy Advisory Council	Education	ASPS
Noordhoff Steering Committee	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
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

Committee Name	Business Line	Organization
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 Editorial Board	Membership	ASPS
PRS Global Open Editorial Board	Membership	ASPS
PRS Global Open Managing Committee	Membership	ASPS
PRS Managing Committee	Membership	ASPS
Publications Committee	Membership	ASPS
Social Media Subcommittee	Membership	ASPS
Clinical Registries Committee	Research	PSF
NBIR Steering Committee	Research	PSF
PSF Study Section	Research	PSF
Research Oversight Council	Research	PSF
SSI Study Subcommittee	Research	PSF

**The BRA Fund Appropriations and Review Subcommittee is a hybrid committee in that members may apply to serve on this committee, but the remainder of the committee's composition is position-based as defined in the governing document.*

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.

Appendix D 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 <i>(typically appointed by ASPS or PSF President)</i>	
How Members Determined <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 Meeting. In essence, committee term length is 1 year and the committee term is from AM to AM 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.