

SID STANDING COMMITTEES

The Committees of the Society are vital to its overall governance structure and function as advisory bodies to the Board of Directors. Committee members are expected to attend and participate in Committee meetings, to provide creative approaches to problem-solving and to assist in the design and implementation of innovative programs. Serving on a SID Committee is rewarding and challenging.

AUDIT COMMITTEE

The Audit Committee shall have the authority and shall perform audits of the financial affairs of the Society consistent with appropriate federal and state law and the direction of the Board of Directors. The Audit Committee shall present to the Board of Directors a written, annual report of the financial status of the organization. The Audit Committee shall consist of 5 members. Ex-officio members will be the Vice-President Elect, Vice-President and Immediate Past Vice-President. The Board of Directors shall appoint 1 Member of the Board of Directors for a 3-year term and 1 Active Member of the Society not on Board of Directors for a 4-year term of service at its annual meeting. The Chair of the committee will be the Vice-President of the Society

The Audit Committee shall have the authority and perform audits of the financial affairs of the Society consistent with appropriate federal and state law and the direction of the Board of Directors. The set up for the organization is that it undergoes a “full” audit every other year and a “compilation” audit in between. The full audit is a complete examination of the SID’s financials and procedures, while the compilation is not as thorough.

There will be conference calls in the summer/fall to review the audit report and findings with the accounting firm employed; which will result in a report to the Board for the Fall Board Meeting.

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

The Diversity, Equity and Inclusion Committee shall consist of 10 active members each appointed by the current Committee. Two new members will be appointed each year. The two senior members appointed shall be co-chairpersons of the Committee.

The Diversity, Equity and Inclusion Committee shall be responsible for identifying areas of underrepresentation including women, minorities, and LGBTQ in THE SOCIETY governance and educational programs, and will determine the action steps necessary to increase their representation in those areas. The Committee will develop special sessions for the annual meeting, select Freinkel Diversity Fellows and appoint new Committee Members. The Committee will provide a biennial progress report to the Board of Directors.

Committee members should anticipate being available for 1-2 conference calls per year and actively participate in email correspondence.

COMMITTEE ON EDUCATION

The Committee on Education shall consist of 10 active members each appointed by the Board of Directors to serve for 5 years. Two new members shall be appointed each year. The two senior members appointed shall be co-chairpersons of the Committee. One of the Resident/Post-Doctoral Fellow Representatives to the Board shall also serve on the Committee.

The Committee on Education shall be responsible for recommending and prioritizing the educational goals of THE SOCIETY, developing strategies for implementing these goals and to overseeing and evaluating the effectiveness of educational programs.

The Education Committee will work in concert with a number of sub-committees (under the Education Committee), primarily to plan the non-abstract driven portions of the Annual Meeting, as well as other educational programs that may occur from time to time. Currently these educational offerings include the Future Leaders Retreat, Irvin H. Blank Forum, Translational Symposium, and Clinical Scholars/Outcomes sessions that occur during the SID Annual Meeting.

EXECUTIVE COMMITTEE

Executive Committee. The Executive Committee will be composed of the President, President-elect, immediate Past President, Secretary-Treasurer, Assistant Secretary-Treasurer, Editors of the Journal of Investigative Dermatology and JID Innovations, Executive Director(s)(s), and at least one other member of the Board of Directors. The member from the Board of Directors will be elected by that Board for a term of two years (renewable for one year only). The members will have been on the Board for at least one year before serving on the Executive Committee. The Executive Committee will be informed of the operations, financial resources and commitments, and contingencies of THE SOCIETY managed by the Secretary-Treasurers, the Executive Director(s)(s) and Editors of the Journal of Investigative Dermatology, and JID Innovations. The Executive Committee will advise the Secretary-Treasurers, the Executive Director(s)(s) and the Editors of the Journals in the implementation of the policies set forth by the Board of Directors. This committee will bring to the Board of Directors for its information and/or approval, at interim and annual meetings, all matters relating to the operations, activities, finances, and welfare of THE SOCIETY and/or the Journal. The executive committee shall exercise the Board's powers as necessary between meetings (except powers specifically reserved to the Board or membership by law, these bylaws, or resolution approved by a majority of the Board's total membership). The Board, in its discretion, may add Directors or Officers to the Executive Committee from time to time, who shall serve until removed or replaced.

COMMITTEE ON FINANCES

The Committee on Finances shall consist of two members who are not on the Executive Committee who shall be appointed from the Board of Directors for terms of three years. Three members from THE SOCIETY at large shall be appointed for terms of five years. All five members shall be appointed by

election by the Board of Directors. The Secretary-Treasurer, Assistant Secretary-Treasurer, Executive Director(s) and Editors of the Journal of Investigative Dermatology, and JID Innovations shall serve ex officio as non-voting members on this Committee. The Chairman shall be designated by the Board of Directors and shall serve for two years (renewable).

This committee shall advise the Secretary Treasures and the Board of Directors regarding financial plans and policies for THE SOCIETY in conjunction with the Executive Director(s)(s) and in accordance with the guidelines established by the Board of Directors.

The Committee shall not have authority or responsibility regarding editorial policies or procedures of the Journal of Investigative Dermatology. All actions and policies of the Committee relating to THE SOCIETY or to the Journal are subject to the approval of the Board of Directors. The Secretary-Treasurers and the Editors, with the assistance of the Committee, each shall submit to the Board of Directors, prior to interim and annual meetings, written reports about the operations and recommendations and the current and projected budgets of THE SOCIETY and of the Journal.

The Committee on Finances typically meets 1-2 times per year via conference call to discuss and review the current and proposed budgets for the SID.

COMMITTEE ON MEMBERSHIP

The Committee on Membership shall consist of the Secretary-Treasurer or Assistant Secretary-Treasurer, ex officio, and 6 active members of THE SOCIETY. Two new members shall be appointed each year by the Board of Directors at its annual meeting. The term of office of a member of the Committee shall be 3 years. The senior members shall act as Co-Chairs. The Committee on Membership shall inquire into the qualifications of each candidate proposed for membership in THE SOCIETY and shall report to the Secretary-Treasurer or Assistant Secretary-Treasurer.

The focus of the Committee on Membership is to develop strategies that will recruit and retain members in the Society. In addition, they review the list of member applicants and make a recommendation to the Board for approval. An ongoing challenge for the Committee is how to attract new cohorts of investigators and additional dermatology residents.

The Committee on Membership may have one face-to-face meeting at the SID Annual Meeting. At least one conference call will be scheduled and the committee will exchange email correspondence to discuss a variety of topics.

COMMITTEE ON NOMINATIONS

The Committee on Nominations shall consist of 7 active members of THE SOCIETY. The term of office of a member of the Committee shall be 3 years. New members shall be appointed each year by the Board of Directors at its annual meeting. The senior Past President member shall act as chairman. No member of the Committee on Nominations shall be a member of the Board of Directors. The

Committee on Nominations shall nominate candidates for officers, Directors-at-large, and Resident/Post-Doctoral Fellow Directors of THE SOCIETY for the ensuing year. The Committee on Nominations shall report in writing to the Secretary-Treasurer or Assistant Secretary-Treasurer at least 120 days prior to the annual meeting. The transmittal of this report by the Secretary-Treasurer or Assistant Secretary-Treasurer to the Board of Directors shall be for their consideration. The Secretary-Treasurer or Assistant Secretary-Treasurer shall also transmit this report to the members of THE SOCIETY at least 30 days prior to the annual meeting of the members. Additional nominations may be made by any member from the floor at any time during the annual meeting and until the elections of officers and directors.

The Committee on Nominations meets on average 1-2 times per year via conference call, and its main responsibility is to nominate candidates for Officers, Directors-at-large, and Resident/Post-Doctoral Fellow Directors of the Society for the ensuing year. A report will be generated from those discussions and transmitted to the Board as well as to the membership for consideration.

COMMITTEE ON SCIENTIFIC PROGRAMS

The Committee on Scientific Programs shall consist of 15 active members each appointed by the Board of Directors to serve for 5 years, the President, ex officio, and the Secretary-Treasurer or Assistant Secretary-Treasurer as a nonvoting member. Three new members shall be appointed each year. The three senior members appointed shall be co-chairpersons of the Committee and shall call the necessary meetings to arrange programs of THE SOCIETY. Should any member of the Committee be unable to attend these meetings, the chairpersons will notify the President who shall appoint another member of THE SOCIETY to serve on the Committee for that particular meeting.

This Committee is responsible for planning the Annual Meeting, one of the Society's most important activities. The responsibilities would include the following.

- To serve as abstract reviewers
- Make recommendations and ultimate selection of other reviewers within assigned abstract categories
- Annually review the abstract categories and keywords
- Assist in the direction of the planning for the next annual meeting
- Make recommendations for State-of-the-Art and Named Lecture speakers
- Assist in the development of educational programs and content that may be marketed to pharmaceutical companies as satellite symposiums

This committee typically meets via conference call on average 3-4 times throughout the year (Co-Chairs may meet more often). Committee members are also expected to actively participate in email exchange.