

## **EXECUTIVE COMMITTEE AND STANDING COMMITTEES DESCRIPTIONS**

### **EXECUTIVE COMMITTEE**

#### **Chair**

- Serves as Chair of the MHPG Board of Directors
- Responsible for overseeing the activities of each of the Executive Committee Members, as well as the Standing Committees and Task Forces
- Oversees the Committees and Task Forces Meeting at annual meeting at beginning of his/her term
- Following the annual meeting, finalizes the flow chart which outlines the “chain of command” for committees and posts it on the MHPG website
- Following the annual meeting, finalizes the Committees and Task Forces list, including committee members’ contact information, and posts it on the MHPG website
- Oversees MHPG website
- Writes column for ASRM News as directed by ASRM
- Writes column for MHPG News Posts as directed by Chair-Elect
- Arranges monthly tele- or video conference calls with Executive Committee and develops and distributes agenda prior to each conference call/video
- Every three years directs Bylaws Committee to commence review of Bylaws
- Coordinates all fundraising activities for the MHPG including: development of sponsorship opportunities and materials; serves as chair of fundraising task force; solicits funds; directs acknowledgement of MHPG sponsors at MHPG annual meeting events, in MHPG News Posts, on MHPG discussion board, and on MHPG website; sends special invitations; and sends personalized thank you notes to all sponsors.
- Drafts annual report to ASRM and sends to all seven Executive Board members prior to the meeting
- Oversees all details of the ASRM Annual Meeting (i.e. program, meeting times, presentation of MHPG Prize Paper Award, etc.)
- Moderates Board Meeting and Business Meeting at annual meeting ending his/her term.
- Organizes Past Chairs’ Dinner at Annual meeting
- Oversees relevant committees as designated in the flow chart

#### **Chair-Elect**

- Assists in selecting and submitting the postgraduate courses for the year he/she will be Chair and oversees/provides guidance and support to the postgraduate faculties during the year, as needed
- Coordinates annual nominations and election process for open MHPG committee positions.
- Serves as Editor of monthly News Posts
  - Over the course of the year, the News Posts should include, at a minimum, a letter from the Editor, a letter from the Chair, Committee updates from each MHPG committee, MHPG taskforce, and representatives to the ASRM committees
  - The first News Post should include a flow chart of committees with contact information
  - One News Post should announce the location of the upcoming ASRM Congress
  - One News Post should include an announcement of upcoming nominations with a call for nominations or election ballot, depending on the timing
  - One News Post should include the “MHPG Events” grid highlighting all MHPG sponsored events at the upcoming ASRM Annual Congress
- Contacts MHPG Administrator at ASRM to assure plaques are made for outgoing Chair and for MHPG Prize Paper
- Presents plaque to outgoing Chair at Business Meeting and conducts second half of the Business Meeting after Chair steps down

- Presents one agenda that he/she wishes to accomplish in the coming tenure as Chair
- Organizes and runs annual strategic planning committee meeting
- Oversees relevant committees as designated in the flow chart

### **Vice-Chair / Program Chair**

- Serves as MHPG representative to the ASRM Scientific Congress Program Planning Committee
  - Solicits from MHPG Membership roundtable proposals for Scientific Program at upcoming ASRM Annual Congress
  - Continues to gather relevant information for the Scientific Program at ASRM Annual Congress including: roundtables, symposia, interactive sessions, and clinical sessions for the upcoming ASRM Annual Meeting
  - Works with the Executive Committee and ASRM to finalize roundtables, symposia, interactive sessions, and clinical sessions for ASRM Annual Meet
- Works with relevant committees (e.g., CE Committee and Social Work Committee) to coordinate collection information required for continuing education credit
- Works with MHPG Administrator at ASRM to arrange and complete necessary paperwork for meeting spaces at Annual Congress including: Clinical Sessions, Executive Board Meeting, MHPG Members' Business meeting, Committee and Task Force Meeting, and other events (e.g., cocktail party, speed mentoring meeting, research consultation session, etc.)
- Creates "MHPG Event" grid highlighting all MHPG sponsored events at the ASRM Annual Congress. Insures grid is posted on the MHPG website
  - Updates "MHPG Event" grid, as needed
  - Writes a News Post that includes the MHPG Event Grid
  - Sends email to MHPG membership with final copy of "MHPG Event" grid prior to ASRM Congress
  - Creates MHPG Discussion Board post that includes final "MHPG Event" grid
- Oversees relevant committees as designated in the flow chart (Continuing Education Committee)

### **Secretary**

- Prepares and distributes finalized minutes of annual meeting to all seven Executive Board members
- Prepares, seeks input for edits, and distributes minutes of all meetings and tele/video conference calls and sends them to the Executive Committee. The finalized minutes of the board meeting are sent to all seven Executive Board members
- Develops and proposes to ASRM Scientific Congress Program Planning Committee MHPG-sponsored programming for the ASRM Scientific Congress which will be held two years from election to the Secretary position. This includes:
  - Four MHPG Clinical Sessions (Ethics, Clinical, Research and Testing)
  - At least three symposia and one interactive session developed in coordination with other ASRM professional groups (PGs) and special interest groups (SIGs)
- Contacts incoming secretary to orient them to responsibilities at upcoming Annual ASRM Congress
- Oversees relevant committees as designated in the flow chart

## **STANDING COMMITTEES**

### **Nominating Committee**

The Nominating Committee establishes slates for elections within the MHPG. The elections may be for

(1) the Executive Committee, (2) Standing Committees, or (3) to represent the MHPG on any other ASRM committee or in any other professional organization.

The Nominating Committee shall consist of the Executive Committee. The committee will solicit nominees from the membership. Members may nominate themselves or others, and all nominees who have agreed to serve will be placed on the ballot. Elections will be held by e-mail voting prior to the MHPG Annual Business Meeting and results will be announced to the membership via email or at the MHPG Annual Business Meeting. Write-ins are allowed. In the event that someone who does not wish to serve is elected by write-in ballot, then the person with the highest number of votes who is willing to serve shall be elected.

### **Abstract Committee**

The Abstract Committee reviews all abstracts submitted for presentation at the ASRM Annual Meeting. It scores the abstracts, determines acceptance, and determines if a presentation should be oral or by poster. When a prize paper is to be identified, the Abstract Committee makes the designation. The Abstract Committee has four members, elected by MHPG members. During the fourth year of service, the member serves as committee Chair.

### **Bylaws, Policies, and Procedures Committee (BPPC)**

The Bylaws, Policies and Procedures Committee archives the bylaws, policies and procedures of the MHPG. It monitors the application of bylaws, policies and procedures, and initiates discussion with the Executive Committee when issues are identified. It drafts revisions to the bylaws, as needed, and drafts new policies and procedures when directed by the Board of Directors or the Executive Committee. The BPPC Committee has four members, elected by MHPG members. During the fourth year of service, the member serves as committee Chair.

- a. New or revised policies and procedures shall be sent from the BPPC to the Executive Board for comments, then to the membership-at-large, and finally back to the Board of Directors for approval.
- b. Revisions to the MHPG bylaws must be approved by a majority of the BPPC, by the MHPG Board of Directors, by the Board of Directors of ASRM, and by the MHPG membership.

### **Certificate Course Committee**

The MHPG has worked to develop online educational modules which address the unique issues faced in our field. The course highlights and introduces the fundamental areas in which all mental health professionals working in the field of reproductive medicine should have knowledge and expertise. The Certificate Course Committee members work in conjunction with the Executive Committee and ASRM to edit these modules so that they include the most current, relevant research and knowledge. Once published, modules are reviewed every three years and updated as needed to reflect current knowledge in the field. Committee members will be responsible for reviewing and editing content for use in current modules, as well as recommending new module topics based on suggestions from committee members and other MHPG members. It is important that all professionals working in the field of reproductive medicine understand the emotional and ethical issues faced by patients. Therefore, the committee will also work in conjunction with other MHPG committees to promote the MHPG's online educational modules within the MHPG, ASRM at large, and the broader relevant mental health community. The Certificate Course Committee has four members, elected by MHPG members. Each member serves for a term of up to four years, with the expectation that s/he will serve as committee Chair during the

fourth year of service. A Chair may serve for a period of between one and three years, at the discretion of the committee members and with the approval of the Executive Committee.

#### **Connections Teleconference Group Committee**

The Connections Teleconference Group Committee provides MHPG members with the opportunity to “meet” once a month throughout the calendar year to talk about current topics in our field. The Connections Teleconference Group Committee has three members, elected by the MHPG membership. During the third year of service, the member serves as committee Chair.

#### **Continuing Education Committee**

The Continuing Education (CE) Committee works on obtaining continuing education credits for attendees of Mental Health Professional Group (MHPG) courses, webinars and article-based exams. The CE Committee oversees credits for continuing education activities only through the American Society for Reproductive Medicine (ASRM) Scientific Congress and airLearn online platform. The CE Committee may support other MHPG committees to develop continuing education material. The CE Committee has three to four members, elected by MHPG members. Committee members serve for three to four years. During the third or fourth year of service, the member serves as committee Chair. Attendance at the annual ASRM Scientific Congress is expected for the Chair and Incoming Chair. In order to comply with American Psychology Association continuing education sponsorship at least one member of the CE Committee must be a licensed psychologist.

#### **Educational Resources Committee**

The Educational Resources Committee solicits/provides book reviews for newsletters, keeps bibliographies current, and oversees the process of writing educational materials for patients and medical offices. The Educational Resources Committee has three members, elected by MHPG members. During the third year of service, the member serves as committee Chair.

#### **E-communication Committee**

The E-communication Committee oversees the MHPG discussion board, apprises members of the discussion board policy and etiquette, and notifies members and the executive committee of policy violations. The E-communication Committee has three members, elected by the MHPG members. During the third year of service, the member serves as committee Chair and acts as ASRM web coordinator for the group.

#### **Membership Committee**

The Membership Committee is responsible for recruitment and retention of members by raising awareness of the benefits of membership. The Membership Committee has three members, elected by MHPG members. During the third year of service, the member serves as a committee Chair.

#### **Mentoring and Training Committee**

The Mentoring and Training Committee is responsible for pairing less experienced members of the MHPG with more seasoned members to assist them with broad practice issues. The Mentoring Committee Member-at-Large serves on the committee for three years, and in his/her third year serves as Chair of the committee.

#### **Scientific Development Committee**

The Scientific Development Committee oversees research-related activities (e.g., surveys, questionnaire construction) initiated by the MHPG standing committees and task forces, solicits/provides journal article reviews for the newsletters, and is available to consult with the MHPG members regarding research ideas, designs, and methodological issues. The members of the Scientific Development Committee are elected by the MHPG membership.

### **Social Media Committee**

The Social Media Committee works to assess ways in which the MHPG can be more visible to MHPG members and nonmembers via social media and works to promote the MHPG's presence on social media. The Social Media Committee is also responsible for using social media as a means to connect and engage members, grow the membership base, and position the MHPG as the "go to" resource for counseling and research in reproductive medicine. Committee members are responsible for creating a forum where members can regularly connect and interact; and raise the profile of the MHPG through the use of social media to market events, membership, research, and clinically relevant issues. As such, committee members are responsible for moderating posts to our social media sites in a timely manner. Committee members also must work closely with the appropriate Executive Committee member responsible for overseeing the Social Media Committee to ensure all postings to MHPG social media sites are relevant and appropriate. Committee members will maintain current knowledge of any relevant ASRM guidelines regarding use of social media and stay abreast of technological advances in social media and evaluate the applicability of advances for the MHPG. Committee members also will work with the Executive Committee to monitor and implement MHPG social media guidelines. The Social Media Committee has three members, elected by MHPG members. During the fourth year of service, the member serves as committee Chair.

### **Social Work CE Committee**

The Social Work CE Committee works independently and collaboratively with the CE Committee on obtaining NASW and other relevant Social Work continuing education credits relevant to social workers from all states who attend MHPG courses and webinars. They also make MHPG courses and relevant professional programs known to fellow professionals via the Listserv. As such, committee members should be aware of the NASW (and other relevant) CEU course monitor's requirements (e.g., need for sign in/out sheets, how CEU certificates are distributed). The Social Work CE Committee is responsible for maintaining a list of state social work associations. The Committee will work to establish relationships with the leaders of associations and works to promote the MHPG's presence at state association annual conferences. The Social Work CE Committee has four members, elected by MHPG members. During the fourth year of service, the member serves as committee chair. The committee chair is considered the MHPG representative to NASW and works with ASRM to ensure the required paperwork is completed to allow ASRM to sponsor NASW credits for ASRM Congress events. This includes reviewing all PC courses where NASW credits will be given, while in the development process, so that a Social Worker has had input on the course (a requirement for sponsoring NASW credits). At the beginning of their year as Chair, the Chair/NASW representative should proactively contact the Vice Chair of the MHPG who also serves as the MHPG Representative to the ASRM Scientific Congress Committee as well as any MHPG member serving on the ASRM Scientific Congress Committee, to become involved in the development of NASW relevant courses. Although ASRM completes all relevant forms and pays the associated fees, the committee Chair/NASW representative will sign off on the NASW CEU application. The NASW representative also must obtain a copy of the course evaluations to send with a summary. These evaluations must be tabulated, completed on the NASW form, which includes a summary of course(s) evaluations, and submitted to the NASW within the time period required by the NASW.

### **MHPG POLICY**

All standing committee and taskforce chairs will write an annual report and submit it to the Chair prior to the Annual Meeting of the MHPG Board of Directors.

### **Term of Service**

Standing Committee members who have completed their terms of service on a committee must step out for one calendar year before they can be nominated to serve again on the same committee.

### **Vacancies**

When a Standing Committee Chair position is vacant prior to the end of the term on a committee with a rotating chairperson, the member next in line to become the Chair shall take over the position for the remainder of the year and shall continue as Chair for the following year (their final year of service). A new committee member will be elected at the next annual election. When a standing committee Chair position is vacated prior to the end of the term on a committee without a rotating chairperson, the Executive Committee shall appoint a person to fill the Chair until the next annual election cycle. The Executive Committee also has the option to appoint a committee member to a rotating or non-rotating standing committee to complete the year should a vacancy arise. That appointed committee member will serve full term, the same as an elected member.

Should there be a vacancy in the Executive Committee the past chair who most recently served on the Executive Committee will be asked to assume the responsibility of the vacant position until the next election. At the end of the year, all committee members junior to the vacant position will move up to the next most senior position that is unfilled and elections will be held for both Vice-Chair and Secretary/Treasurer positions.

### **Unspecified Policies**

If an unanticipated situation arises which is not covered in these policies, decisions may be left to the discretion of the Mental Health Professional Group Executive Committee.