STANDING COMMITTEES (as described in Bylaws)

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 Working 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. If 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.
**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.

**WORKING COMMITTEES AND TASK FORCES**

**Clinical Training Task Force**
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 Clinical Training Task Force 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. Task Force 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 task force 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 Clinical Training Task Force has four members, selected by the Executive Committee Chair. Each member serves for a term of up to five years. A Chair may serve for a period of between one and five 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.
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.

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 four years, and in his/her fourth 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 Scientific Development Committee has three members, elected by the MHPG membership. During the third year of service, the member serves as committee Chair.

Social Media Committee
The Social Media Committee aims to raise awareness of the MHPG of ASRM to the public via social media, to make the public aware of what we do, and the resources we provide. Committee members are responsible for posts that come from reliable and vetted resources only. Committee members will maintain and implement current, relevant ASRM guidelines regarding the use of social media. The Social Media Committee has three members, elected by the MHPG members. During the third year of service, the member serves as committee Chair.

Diversity, Inclusion and Antiracism Committee: (DIAR)

The Diversity, Inclusion & Anti-Racism (DIAR) Committee recognizes that diversity, equity, and inclusion are core competencies for mental health professionals. The committee will create strategies to increase MHPG membership diversity with regards to race, ethnicity, gender, LGBTQ identity and other intersectional social locations. The committee will plan and coordinate DÉI-related MHPG offerings and promote the values of reproductive justice to ensure that MHPG supports all its members and contributes to the well-being of all the people we serve. The DIAR Committee has four members, elected by the MHPG members. During the fourth year of service, the member serves as committee Chair.
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.