

## Committee Descriptions

### **Awards**

The Awards Committee is responsible for establishing the criteria for the awards and scholarships offered by NSH. Twice a year, committee members review submitted awards and scholarships applications, grading applicants against the established criteria to select the recipients of these scholarships.

Committee members are required to participate in conference calls throughout the year. The committee is busiest during grading periods, March and June. Committee members do not receive compensation for this position. Committee member terms are two years, in conjunction with the Committee Chair. Failure to submit scores in a timely manner may result in a member being asked to step down from the committee.

The Awards Committee consists of a Chair, the Immediate Past President, and a representative from each NSH Region.

### **Budget & Finance**

The Budget & Finance Committee works in conjunction with the Executive Director to prepare the annual budget for review by the Board of Directors. The Budget and Finance Committee also monitors monthly financial statements.

Committee members are required to participate in conference calls throughout the year. Committee members do not receive compensation for this position. Committee member terms are two years, in conjunction with the Committee Chair.

The Budget and Finance Committee consists of the NSH President, Past President, Treasurer, previous Treasurer, and two other interested parties selected by the Chair.

### **Bylaws**

The Bylaws Committee has been working for the past two years, in conjunction with the Governance Review Task Force, to bring NSH's bylaws up to date with current best practices for association governance. If selected, committee members will be assisting with the review of proposed bylaws amendments, which will be sent to the House of Delegates for adoption.

The majority of committee work is completed via email and the Block. Committee members should expect to spend, on average, 1-2 hours per month on NSH activities. Committee members do not receive compensation for this position. Committee member terms are two years, in conjunction with the Committee Chair. Lack of response back to the Chair may result in a member being asked to step down from the committee.

## **Education**

The NSH Education Committee works closely with instructors of histotechnology to identify needs for educators and their students. The Committee generates study material for the HT/HTL exam, as well as material for use in continuing education opportunities offered by NSH.

Some current projects include:

- Creation of career resources for quarterly NSH Career Newsletter
- Overseeing the Symposium/Convention Certificate of Completion Program
- Maintaining current resources by providing new questions for the Histology Exam Simulator, Images for the Image Bank, and questions for quarterly NSH Quick Quizzes and Journal Article Reviews

Members of the committee are required to attend four committee meetings via conference call (1 per quarter) and actively work on current committee projects throughout the year. Committee members should be prepared to spend 2-4 hours/month on NSH activities, amount of time varies depending on committee projects and time of year.

Committee members do not receive compensation for this position. Committee member terms are two years, in conjunction with the Committee Chair. Lack of response back to the Chair may result in a member being asked to step down from the committee.

## **Laboratory Webinar Coordinator**

The NSH Education Committee appoints one individual to work with the NSH Director of Meetings and Education to develop the schedule of webinars for NSH's Laboratory Webinar Series. The webinar coordinator researches relevant topics, invites speakers, and finalizes abstracts for publication. Each month the webinar coordinator is responsible for reviewing the submitted webinar PowerPoint, and serving as a moderator during the monthly webinar.

The webinar coordinator spends 2-3 hours/month on the current year's webinars. During the months of June - August the coordinator spends 5-7 hours/month as the following year's schedule is being developed. The webinar coordinator serves a term of two years. Failure to attend two or more monthly webinars or to create a schedule by established deadlines may result in member being asked to step down from the position. The webinar coordinator receives a complimentary registration for their lab to attend the NSH Laboratory Webinar Series.

## **Hard Tissue**

The main objective of the HTC is to help educate and provide information on lab protocols and safety to technicians around the world who have entered the realm of hard tissue histology. The Hard Tissue Committee is primarily comprised of individuals who are involved in the preparation of plastic embedded sections with and without implants. The committee works to produce troubleshooting guides and education in the form of workshops and/or webinars for the NSH membership.

Members of the committee are required to attend four committee meetings via conference call (1 per quarter) and actively work on current committee projects throughout the year. Committee members should be prepared to spend 2-4 hours/month on NSH activities, amount of time varies depending on committee projects and time of year. Committee members serve a term of two years, concurrent with the Chair's term. Lack of participation in the Hard Tissue Committee for more than two consecutive calls may result in member being asked to step down from the committee. Committee members do not receive compensation for their participation.

## **Health and Safety**

The mission of the NSH Health & Safety Committee is to provide current information in various aspects of the laboratory to include physical, chemical and biological hazards. The committee promotes safe working environments by distributing information on engineering controls, work practices and PPE. The committee is knowledgeable of safety regulations and compliance through OSHA, EPA and CAP. The committee administers the Certificate of Completion in Safety program, produces safety templates and checklists, and education in the form of workshops and/or webinars for the NSH membership.

Members of the committee are required to attend four committee meetings via conference call (1 per quarter) and actively work on current committee projects throughout the year. Committee members should be prepared to spend 2-4 hours/month on NSH activities, amount of time varies depending on committee projects and time of year.

Committee members serve a term of two years, concurrent with the Chair's term. Lack of participation in the Health & Safety Committee for more than two consecutive calls may result in member being asked to step down from the committee. Committee members do not receive compensation for their participation.

## **IHC**

The NSH Immunohistochemistry Committee is focused on providing education and resources to NSH members working in IHC in clinical environments, research, the biotech industry, and veterinary sciences. The committee works on expanding the Antibody Database, providing IHC questions for the Histology Simulator, IHC protocols and templates and education in the form of workshops and/or webinars for the NSH membership.

Members of the committee are required to attend four committee meetings via conference call (1 per quarter) and actively work on current committee projects throughout the year. Committee members should be prepared to spend 2-4 hours/month on NSH activities, amount of time varies depending on committee projects and time of year.

Committee members serve a term of two years, concurrent with the chair's term. Lack of participation in the Immunohistochemistry Committee for more than two consecutive calls may result in member being asked to step down from the committee. Committee members do not receive compensation for their participation.

## **Legislative**

The Legislative Committee is charged with the task of keeping informed of any legislation affecting the health care field, veterinary, industry and research fields, particularly that which pertains to Histotechnology. The Committee also stays abreast of licensure activities in the State Legislatures that would affect those practicing in the field of Histotechnology.

Recent Legislative Committee projects include attending the ASCLS Legislative Symposium in Washington, DC, and contributing to a position paper submitted to CMS's Request for Information on CLIA regarding the regulation of histology testing and personnel.

Members of the committee are required to attend committee meetings as needed, and as legislative activity demands to actively work on committee projects throughout the year. Committee members should be prepared to spend 1-2 hours/week on NSH activities, amount of time varies depending on committee projects and time of year. Members serve a term of two years, concurrent with the chair's term. Lack of participation in the committee for more than two consecutive calls may result in member being asked to step down from the committee. Committee members do not receive compensation for their participation.

## **Membership**

The Membership Committee assists with the recruitment and retention of NSH members, by providing valuable member perspective on proposed initiatives. Committee members understand and are able to articulate to others the value of being an NSH member. They are willing to share their story in the form of testimonials, etc., for use in membership marketing, and are interested in brainstorming new ways to expand NSH's communication reach. The Committee also assists with welcoming new members, and may be asked to complete activities such as making welcome phone calls to new members.

Committee members will need to be available for quarterly conference calls. The committee member's term is two years, concurrent with the Chair's term. Lack of participation in the committee for more than two consecutive calls may result in member being asked to step down from the committee. Committee members do not receive compensation for their participation.

Suggested traits/interests for this committee: Comfortable being a brand ambassador, interested in marketing, has an understanding of patterns of behavior of histotechs, personable and willing to reach out to members

## **Public Relations**

The Public Relations Committee plans activities to promote the histology profession and NSH as a Society. Events include virtual celebrations such as Histotechnology Professionals Day and Lab Week, as well as in-person receptions, such as the First Timer's Reception at the Annual Symposium/Convention. The Public Relations Committee is also responsible for assisting in the solicitation of content for NSH's blog, Fixation on Histology. The Committee also works in conjunction with the Membership Committee

on projects in which the two committees share goals, such as assisting in welcoming new members by completing welcome phone calls.

The Committee meets via conference call approximately every two months. Workload is heaviest right before events so please keep in mind your availability in early March for HPD, and August-September for the Symposium/Convention. The committee member's term is two years, concurrent with the Chair's term. Lack of participation in the committee for more than two consecutive calls may result in member being asked to step down from the committee. Committee members do not receive compensation for their participation.

Suggested personality traits for this Committee: Outgoing, personable, comfortable approaching strangers, enjoys planning

### **Quality Management**

The Quality Management Committee promotes quality improvement in all areas of histology including clinical, research and specialty histology laboratories. The committee formulates and maintains quality control guidelines specifically for the histology laboratory, creates checklists and validation forms for use in the lab and education in the form of workshops and/or webinars for the NSH membership.

Members of the committee are required to attend four committee meetings via conference call (1 per quarter) and actively work on current committee projects throughout the year. Committee members should be prepared to spend 2-4 hours/month on NSH activities, amount of time varies depending on committee projects and time of year. Committee members serve a term of two years, concurrent with the chair's term. Lack of participation in the Quality Management Committee for more than two consecutive calls may result in member being asked to step down from the committee. Committee members do not receive compensation for their participation.

### **Veterinary, Industry, Research**

The NSH VIR Committee promotes histotechnology in veterinary, marine biology, botanical, and other non-clinical laboratories and works to inspire technologists in these areas to actively participate in continuing education programs. The committee maintains and provides current information concerning laboratory requirements as established by government regulatory agencies, such as OSHA, FDA, EPA and the Nuclear Regulatory Commission, provides processing schedule templates and works on expanding the Antibody Database.

VIR members are technicians and researchers from private industry (chemical, food, cosmetic, pharmaceutical and auto), government and academic institutions, and contract laboratories involved in research and veterinary diagnostics. These individuals have duties outside human (clinical) histology such as necropsy, surgery, perfusion techniques, tissue trimming, and anesthetizing and dosing animals. VIR members have adapted procedures for processing, microtomy, and staining to work on non-human specimens.

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