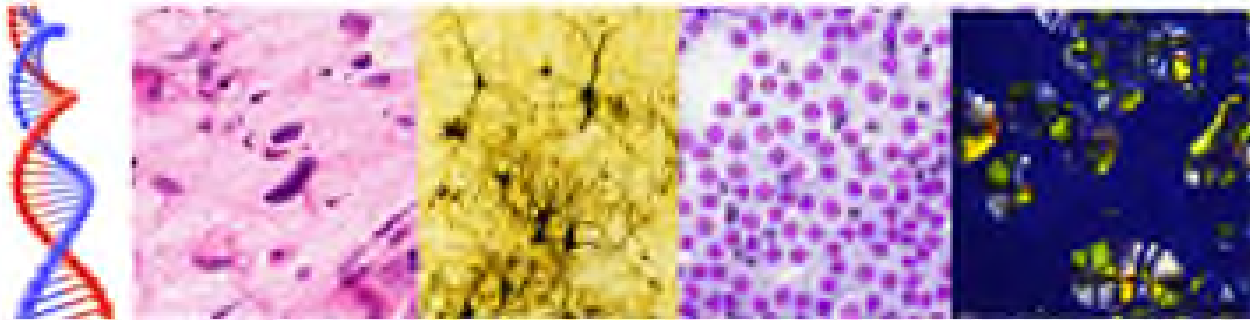


AMERICAN ASSOCIATION OF

NEUROPATHOLOGISTS



# HANDBOOK

## Committee Guidelines and Procedures

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## Introduction

The **AANP (American Association of Neuropathologists, Inc.)** is a professional organization of and for neuropathologists, and has nearly 800 members from around the world. The AANP's purpose is to advance the science, teaching and training of the diseases of the nervous system and the practice of neuropathology.

### **Our Mission**

The American Association of Neuropathologists, Inc., is a professional society of neuropathologists, composed of physicians and scientists involved in research, training, and the clinical practice of neuropathology.

**Our mission is to advance the study of diseases that affect the nervous system, and to minimize suffering through discovery, education, and the delivery of patient-centered clinical care.**

### **Our Goals**

The American Association of Neuropathologists seeks:

- to disseminate knowledge about disorders affecting the nervous system through publications, lectures, courses, and all other forms of communication,
- to create new knowledge through scientific research and publication, joining teams of other scientists, scholars, and physicians in a team-based approach to discovery, and
- to educate and mentor young physicians and scientists who have chosen, or are contemplating joining us in our mission to eradicate neurologic disease and the associated disability.

In order to facilitate the business of the AANP, the Association Management Company along with AANP members serve on committees to ensure the management of the Association as detailed in the Constitution and Bylaws. This Handbook provides details on each AANP committee to inform the membership of potential volunteer opportunities within the Association.

## Association Management Contacts

Contact	Committee Liaison	Email	Phone
Alexis LaCount	Awards & NP Program Directors	<a href="mailto:alacount@aoeconsulting.com">alacount@aoeconsulting.com</a>	(303) 557-0859 Ext. 87
Carlye Armstrong	Executive Council, Constitution & Finance and Investment	<a href="mailto:carmstrong@aoeconsulting.com">carmstrong@aoeconsulting.com</a>	(303) 557-0859 Ext. 80
Sarah Porter	Education	<a href="mailto:sporter@aoeconsulting.com">sporter@aoeconsulting.com</a>	(303) 557-0859 Ext. 84
Renea Marin	Membership & Professional Affairs	<a href="mailto:rmarin@aoeconsulting.com">rmarin@aoeconsulting.com</a>	(303) 557-0859 Ext. 85
Bonnie Doman	Program & Website	<a href="mailto:bdoman@aoeconsulting.com">bdoman@aoeconsulting.com</a>	(303) 557-0859 Ext. 88
Sarah Ryan	Nominating	<a href="mailto:sryan@aoeconsulting.com">sryan@aoeconsulting.com</a>	(303) 557-0859 Ext. 89
Annika Borvansky		<a href="mailto:annika@aoeconsulting.com">annika@aoeconsulting.com</a>	(303) 557-0859 Ext. 82
Melissa Marick		<a href="mailto:mmarick@aoeconsulting.com">mmarick@aoeconsulting.com</a>	(303) 557-0859 Ext. 86

# Awards Committee

## AANP Guidelines and Procedures

### Awards Committee Role & Responsibilities

See Bylaws Section 6.4 – Awards Committee

Membership: 12-18 active members, including the Chair

Term: Chair: 1 year, renewable for one additional term, Members: 2 years, renewable for one additional term

### Committee Members

The Awards Committee is charged with the task of determining the recipients of the Weil Award, the Moore Award, the Rubinstein Award, the Hirano Award and the Terry Award utilizing broad guidelines previously outlined when the awards were established. Criteria for judging are established by the Committee in consultation with the appropriate officers of the Association.

### Chair

- Lead committee in review of all poster and platform presenter content to determine award winners
- Prepare reports for June Executive Council Meeting and the Annual Business Meeting
- Liaise with other committees as necessary (e.g. Program Committee)
- Prepare all judging materials including criteria, rubric and assignments

### Timeline

Please note that while we aim to adhere to this timeline as much as possible for consistency and continuity, there is certainly flexibility with regards to dates and deadlines.

<b>Event/Action</b>	<b>Timeframe/Deadline</b>	<b>Person/Group Responsible</b>
Establish Guidelines for judging	February	AANP Established Criteria
Establish updated committee membership with term expiration and contact information	February-March	Awards Chair in conjunction with Alexis (AOE)
Final Poster and platform presenters routed from Program Chair	April-May	Program Chair with Alexis (AOE)
Schedule Committee Members for judging of each poster/platform	May	Awards Chair
Create PowerPoint of complete abstracts	May	Awards Chair
Inform members of assignments and attach copy of abstracts	Early June	Awards Chair
Prepare Committee Report to present at Annual Meeting	Early June	Awards Chair

Informational meeting at Annual Meeting	Annual Meeting – Thursday	Awards Chair
First official judging session	Annual Meeting – Friday	Awards Chair
Second and last official judging	Annual Meeting – before DSS	Awards Chair
Weil Award	Annual Meeting	Committee members
Moore Award	Annual Meeting	Committee members
Rubinstein Award	Annual Meeting	Committee members
Hirano Awards	Annual Meeting	Committee members
Terry Award	Annual Meeting	Committee members
Route award winners to meeting planning	Annual Meeting – before DSS	Awards Chair to Alexis (AOE)
Chair to sign award certificates	Annual Meeting – after DSS	Chair
Route award winners to archivist	July	Alexis (AOE)
Committee Chair updated	July	Alexis (AOE)

### **Expected Meetings to Attend and/or Coordinate**

- The Awards Committee Chair will attend and/or participate in the Executive Council meeting onsite at the Annual Meeting or from time to time as needed.
- The Awards Committee Chair will attend and/or participate in the Business Meeting I at the Annual Meeting.
- The Awards Committee will attend an informational meeting, Thursday at the Annual Meeting.
- The Awards Committee will attend the first official judging session, Friday at the Annual Meeting.
- The Awards Committee will attend the second and last official judging session, Saturday at the Annual Meeting.

### **Code of Conduct**

- Judges should be objective and impartial when nominating an abstract.
- Comments about the pros/cons for a particular abstract should be constructive and scientifically based.
- If a nominated abstract involves the collaborative or primary effort of one of the members of the committee, he/she should indicate conflict of interest, before the discussion starts. He/she should leave the room while the abstract is being discussed.
- Keep confidentiality of what has been discussed during the meetings.

## **Award Overview**

Membership is divided into the following categories:

<b>Award</b>	<b>Description</b>	<b>Paper Type</b>
Weil Award	Best paper on Experimental Neuropathology	Any: Experimental Neuropathology
Moore Award	Best paper on Clinico-Pathological Correlation: Clinical Neuropathology non-neurodegenerative	Clinical Neuropathology (Except-Neurodegeneration)
Rubinstein Award	Best paper on Neuro-oncology	Neuro-Oncology
Hirano Award	More clinical focused papers: Clinical Neuropathology specifically neurodegenerative	Neurodegenerative
Terry Award	Basic/Translational	Neurodegenerative

## **General AANP Policies and Processes**

**Constitution and/or Bylaws Change:** Proposed changes to the Constitution and/or Bylaws must be received in writing at least four weeks in advance of the Annual Business Meeting. Example: Proposal of new award committee members and/or chair term limits.

# Constitution and Bylaws Committee AANP Guidelines and Procedures

## Constitution and Bylaws Committee Role & Responsibilities

See Bylaws Section 6.5 – Constitution and Bylaws Committee

Membership: 3 members including the Chair, as well as one additional (non-voting) affiliate member

Term: 1 year, renewable for one additional term

### Committee Members

The Constitution Committee is charged with maintenance of the Constitution and the Bylaws as useable guides to governing the affairs of the Association. Changes in the Constitution may be considered as per Article 11 of the constitution and Article 1 of the bylaws.

### Chair

- Lead committee in review of proposed changes to the Constitution and Bylaws.
- Prepare reports for June Executive Council Meeting and Business Meeting
- Liaise with other committees as necessary (e.g. Program Committee)
- Prepare any amendments to the Bylaws and present to Executive Council for approval; following this approval a two-thirds vote by membership is required to approve the amendments.

### Timeline

Please note that while we aim to adhere to this timeline as much as possible for consistency and continuity, there is certainly flexibility with regards to dates and deadlines.

<b>Event/Action</b>	<b>Timeframe/Deadline</b>	<b>Person/Group Responsible</b>
Changes per Article 11 (C) and Article 1 (BL)	Ongoing (January-May)	Committee Members
Amendments proposed 4 weeks prior to Executive Council Meeting	May	Committee Members
Changes presented to membership in a timely manner prior to vote at annual meeting	May	Constitution Chair
Most Recent Constitution and Bylaws established via 2/3 vote	June	Committee Members
Route updated version to Carlye to place on website	July	Constitution Chair to Carlye (AOE)
Updated version on website	July	
Route updated version archivist	July	Carlye (AOE)



### **Expected Meetings to Attend and/or Coordinate**

- The Constitution Committee Chair will attend and/or participate in the June Executive Council meeting onsite at the Annual Meeting or from time to time as needed.
- The Constitution Committee Chair will attend and/or participate in the June Business Meeting I at the Annual Meeting.

### **General AANP Policies and Processes**

**Constitution and/or Bylaws Change:** Proposed changes to the Constitution and/or Bylaws must be received in writing at least four weeks in advance of the Annual Business Meeting. Example: Proposal of new constitution committee members and/or chair term limits.

# **AANP Education Committee**

## **Guidelines and Procedures**

### **Education Committee Role & Responsibilities**

See Bylaws Section 6.6

Membership: No less than 8 and no more than 12 members, as well as two additional (nonvoting) Junior members. The Education Committee will be chaired by the Assistant Secretary-Treasurer. Ex-officio members will include: The Vice-President for Professional Affairs, Chair of the Program Committee, Editor of the *Journal of Neuropathology and Experimental Neurology* and Moderator of the Diagnostic Slide Session. The Past Chair of the Education Committee may remain an ex-officio member for up to 2 years, at the discretion of the current Chair.

Term: Chair: 1 year, renewable for four additional terms, contingent upon reappointment as Assistant Secretary-Treasurer (5 years total). Members shall be appointed for a term of 1 year, renewable for up to 4 additional terms (5 years total).

### **Committee Members**

Per the AANP Bylaws, Section 6.6, the Education Committee is charged with the following:

1. To define, monitor and develop educational programs necessary for recertification in neuropathology. These should conform to all requirements described by the American Board of Pathology for Self-Assessment Modules.
2. To coordinate all CME programs, including working with ACCME to ensure compliance with their regulations and with the Program Committee to coordinate CME offerings at the annual meeting.
3. To promote and function as a resource for neuropathology education for medical students, residents, and fellows.
4. To undertake any other task or initiative requested by the President, Executive Council, or Professional Affairs Committee of the Association with regard to educational needs of the AANP. The six core ACGME competencies (Accreditation Council for Graduate Medical Education) guide the education efforts of the Education Committee.
5. Maintain liaison with the *Journal of Neuropathology and Experimental Neurology*, the *Diagnostic Slide Session* and such other functions as may be appropriate for the best interests of the Association and of the science of Neuropathology.
6. The Education Committee shall aid the president in the selection process for named lectureships, ensuring compliance with ACCME requirements for CME accredited activities.

### **Committee Chair**

Per the AANP Bylaws, Section 5.7, the Education Committee is charged with the following:

- The Assistant Secretary-Treasurer shall carry out such duties as are assigned him by the Secretary-Treasurer. In addition, he/she will coordinate all Continuing Medical

Education (CME) activities throughout the year, as well as at the Annual Meeting. The Assistant Secretary-Treasurer will provide the Executive Council with the necessary information to determine the time and place of the annual meeting of the Association. The Assistant Secretary-Treasurer will also serve as Chair of the Education Committee.

## Role & Responsibilities – Accredited Continuing Education

**Accreditation:** The American Association of Neuropathologists is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education to physicians.

**Accreditation Status:** *Accredited with Commendation* through July 2023. Next reaccreditation to begin May 2022.

### Timeline

Please note that while we aim to adhere to this timeline as much as possible for consistency and continuity, there is certainly flexibility with regards to dates and deadlines.

#### Committee Chair

Event/Action	Timeframe/Deadline	Person/Group Responsible
<ul style="list-style-type: none"> <li>Appoint new members to the Education Committee (if necessary)</li> </ul>	July	Committee Chair
<ul style="list-style-type: none"> <li>Participate in official annual meeting kick-off call with President, Vice-President, and Accredited CE Coordinator (AOE).</li> <li>Participate in preliminary annual meeting kick-off call with President Elect, Vice President Elect and Accredited CE Coordinator (AOE).</li> <li>Membership Survey: The membership survey will support the annual meeting following the upcoming annual meeting (e.g. Fall 2021 Membership Survey most directly supports June 2022 Annual Meeting). Responsibilities include vetting topic categories and reviewing clinical assertion statements submitted by Education Committee members as well as the President and Vice President. The Chair often has to fill in the gaps if clinical assertion statements and lacking in a given topic area.</li> </ul>	August	Committee Chair

<ul style="list-style-type: none"> <li>• Review Budget Form developed by AOE in preparation of Executive Council Q3 Meeting.</li> <li>• Review Q3 Executive Council Assistant Secretary Treasurer/Chair, Education Committee Report developed by AOE.</li> </ul>		
<ul style="list-style-type: none"> <li>• Membership Survey: Finalize clinical assertion statements</li> <li>• Work with President, Vice President, and Accredited CE Coordinator to ensure annual meeting schedule is based on educational needs. <ul style="list-style-type: none"> <li>○ Oversee validation of educational need completed by members of the Education Committee; AOE manages logistics for this action.</li> <li>○ Review <i>Activity Planning Form</i> developed by AOE.</li> </ul> </li> <li>• Attend Q3 Executive Council Meeting</li> </ul>	September	Committee Chair
<ul style="list-style-type: none"> <li>• Launch of Membership Survey</li> <li>• Begin planning of bi-annual Education Committee meeting to take place in January or February.</li> </ul>	October	Committee Chair
<ul style="list-style-type: none"> <li>• Review/Approve Annual Meetings Outcomes Summary</li> <li>• Work with AOE to plan bi-annual Education Committee meeting, if in-person meeting to occur.</li> <li>• Provide oversight and guidance regarding employee/owner/founder/co-founder situations, as may be applicable</li> </ul>	November	Committee Chair
<ul style="list-style-type: none"> <li>• Review Q4 Executive Council Assistant Secretary Treasurer/Chair, Education Committee Report developed by AOE.</li> <li>• Attend Q4 Executive Council Meeting</li> <li>• Review/Approve Membership Survey Summary</li> </ul>	December	Committee Chair
<ul style="list-style-type: none"> <li>• Prepare for bi-annual Education Committee Meeting <ul style="list-style-type: none"> <li>○ Review agenda and materials developed by AOE</li> </ul> </li> <li>• Bi-annual Education Committee Meeting in January or February</li> </ul>	January	Committee Chair
<ul style="list-style-type: none"> <li>• Bi-annual Education Committee Meeting in January or February</li> <li>• Review ACCME Annual Report data prepared by AOE.</li> </ul>	February	Committee Chair

<ul style="list-style-type: none"> <li>Review Q1 Executive Council Assistant Secretary Treasurer/Chair, Education Committee Report developed by AOE.</li> <li>Attend Q1 Executive Council Meeting</li> </ul>	March	Committee Chair
<ul style="list-style-type: none"> <li>Oversight of Education Committee completion of independent content reviews for mitigation of relevant financial relationships (Note: AOE manages coordination/logistics)</li> </ul>	April	Committee Chair
<ul style="list-style-type: none"> <li>Prepare for June Education Committee Meeting</li> <li>Develop report for Executive Council Meeting. Note: AOE takes the lead to pre-slug as much information as possible.</li> <li>Develop PowerPoint presentation for Annual Business meeting. Note: AOE takes the lead to pre-slug as much information as possible.</li> <li>Review Q2 Executive Council Assistant Secretary Treasurer/Chair, Education Committee Report developed by AOE.</li> <li>Review Business Meeting Report developed by AOE.</li> </ul>	May	Committee Chair
<ul style="list-style-type: none"> <li>June Education Committee Meeting</li> <li>Lead Education Committee in following tasks: development of additional case-based questions for annual meeting SAMs, last minute content reviews (if applicable; unlikely), and preparation for next membership survey</li> <li>Attend Q2 Executive Council Meeting</li> </ul>	June	Committee Chair
<ul style="list-style-type: none"> <li>Liaises with the Meeting Planner to secure multi-year hotel and AV contracts</li> <li>Liaises with the Meeting Planner to solicit exhibitors for the Annual Meeting</li> <li>Oversee Annual Meeting Planning activities</li> </ul>	Year-Round	Committee Chair, Assistant Secretary Treasurer/Chair, Education Committee
<ul style="list-style-type: none"> <li>Take part in Annual Meeting Conference Debrief</li> </ul>	July	Committee Chair, Assistant Secretary Treasurer/Chair, Education Committee
<ul style="list-style-type: none"> <li>Review multi-year hotel and AV contracts for 2020 and beyond <ul style="list-style-type: none"> <li>June 2017: AOE has begun discussions with Hyatt National Sales regarding 2020 planning and</li> </ul> </li> </ul>	August	Committee Chair, Assistant Secretary Treasurer/Chair, Education Committee

beyond. This will be picked-up following the 93 <sup>rd</sup> Annual Meeting.		
<ul style="list-style-type: none"> <li>Assist with AANP Annual Meeting Marketing planning and execution</li> </ul>	September - October	Committee Chair, Assistant Secretary Treasurer/Chair, Education Committee
<ul style="list-style-type: none"> <li>Bi-weekly updates regarding Annual Meeting Planning activities are submitted by AOE for review and comment.</li> </ul>	January - June	Committee Chair, Assistant Secretary Treasurer/Chair, Education Committee
<ul style="list-style-type: none"> <li>Completion of content reviews for mitigation of relevant financial relationships as is necessary across accredited CE activities</li> <li>Participation on activity-specific planning committees (e.g., AANP Teaching Rounds)</li> </ul>	Year-Round	Committee Members
<ul style="list-style-type: none"> <li>Development of clinical assertion statements for the Annual Membership Survey</li> </ul>	July	Committee Members
<ul style="list-style-type: none"> <li>Validation of educational need for Annual Meeting (2-3 volunteers)</li> </ul>	August - October	Committee Members
<ul style="list-style-type: none"> <li>Semi-Annual Education Committee Meeting #1 (usually February or March)</li> <li>Provide recommendations (topics/speakers) to President Elect and Vice President Elect regarding the following year's Annual Meeting</li> <li>Semi-Annual Education Committee Meeting #1 (usually February or March)</li> <li>Provide recommendations (topics/speakers) to President Elect and Vice President Elect regarding the following year's Annual Meeting</li> </ul>	January - April	Committee Members
<ul style="list-style-type: none"> <li>Semi-Annual Education Committee Meeting #1 (usually February or March)</li> <li>Provide recommendations (topics/speakers) to President Elect and Vice President Elect regarding the following year's Annual Meeting</li> <li>Semi-Annual Education Committee Meeting #1 (usually February or March)</li> <li>Provide recommendations (topics/speakers) to President Elect and Vice President Elect regarding the following year's Annual Meeting</li> </ul>	May - June	Committee Members

## **Expected Meetings to Attend and/or Coordinate**

- The Education Committee meets twice per year – once in Q1 and once in Q2, specifically June at the Annual Meeting.
- The Assistant Secretary Treasurer, Chair, Education Committee will attend and/or participate in Executive Council meetings.
- The Chair, Education Committee may attend Website Committee meetings.

## **Education Overview**

- **Annual Meeting:** The Annual Meeting consists of a full-day *Special Course*, four Named Lectures, a half-day *Presidential Symposium*, the *Diagnostic Slide Session*, and platform and poster presentations.
- **Satellite Meetings:** Beginning in 2021, the AANP began to offer satellite meetings (e.g., Forensic Neuropathology Symposium) in conjunction with its Annual Meeting.
- **AANP Teaching Rounds:** Beginning in 2021, the AANP began to offer a monthly virtual regularly scheduled series.

## **General AANP Policies and Processes**

- **Constitution and/or Bylaws Change:** Proposed changes to the Constitution and/or Bylaws must be received in writing at least four weeks in advance of the Annual Business Meeting. Example: Proposal of new membership category.

## **Additional Context for Chair**

- American Board of Pathology self-assessment modules are no longer required as of January 1, 2021.

# Finance and Investment Committee

## AANP Guidelines and Procedures

### Finance and Investment Committee Role & Responsibilities

See Bylaws Section 6.10 – Finance and Investment Committee

Membership: The Finance and Investment Committee will be chaired by the Secretary-Treasurer. Other members include the Assistant Secretary-Treasurer, immediate past Secretary-Treasurer (for one year after end of term, to assist the incoming Secretary-Treasurer during the leadership transition), Editor-in-Chief of *JNEN*, and the Diagnostic Slide Session Manager.

Term: Chair: 1 year, renewable for four additional terms, contingent upon reappointment as Secretary-Treasurer. Past Secretary-Treasurer: One year after end of term, to assist the incoming Secretary-Treasurer during the leadership transition. Assistant Secretary-Treasurer: One year, renewable for four additional terms, contingent upon reappointment as Assistant Secretary-Treasurer. *JNEN* Editor-in-Chief: Five years, renewable once for a five-year term, contingent upon reappointment as *JNEN* Editor-in-Chief. DSS Manager: Six years, renewable once for a six-year term, contingent upon reappointment as DSS Manager

### Committee Members

The Finance and Investment Committee is to assist the Secretary-Treasurer in overseeing all of the financial and investment activities of the AANP, including preparing and overseeing annual budgets, coordinating fundraising activities, ensuring proper oversight of AANP’s investments, contracting with accountants for day-to-day financial management and advice and timely filing of tax documents, defining and maintaining proper internal controls, arranging for periodic audits, preparing financial reports to the Executive Council and the membership, and maintaining and updating the AANP Financial Policy to provide ongoing guidance for organizational financial best practices. The committee reports to the Executive Council.

### Timeline

Please note that while we aim to adhere to this timeline as much as possible for consistency and continuity, there is certainly flexibility with regards to dates and deadlines.

<b>Event/Action</b>	<b>Timeframe/Deadline</b>	<b>Person/Group Responsible</b>
President appoints chair of committee	June	AANP President
Solicit and prepare the AANP Operational Budget – to be presented at the Q3 meeting for review and approval	July – September	Chair and Committee AANP Spending Units
Prepare Reports for Q3 Executive Council Meeting	September	Chair and Committee



Prepare Fall Newsletter	Mid-September	Chair
Close books on December 31 and prepare records for the accountant	October-December	Chair and Committee
Send 1099 Forms to speakers and travel award recipients	October-December	Chair and Committee
Prepare Reports for Q4 Executive Council Meeting	December	Chair
Submit records for audit to accountant	January	Chair
Prepare Spring Newsletter	January – March	Chair
Prepare Reports for Q1 Executive Council Meeting	March	Chair
Prepare S-T report for annual Business Meeting; insurance renewal (D&O and Liability); In Memoriam; Financial Reports to the membership (P&L and Balance Sheet)	May – June	Chair
Prepare Reports for Q2 Executive Council Meeting	May – June	Chair
<p><b>Ongoing Responsibilities</b></p> <p>Address changes are made on a regular basis (update with Oxford Press and database)</p> <p>Pay expenses as required</p> <p>Manage special funds and accounts as appropriate</p> <p>Maintain checkbook, ledgers, and other financial records</p> <p>Carry out charges arising from Exec. Council and Business meetings</p> <p>Membership Approval three times/year (March, July, November)</p> <p>Review <i>JNEN</i> Quarterly Financial Reports (approx. 10 days following end of quarter)</p> <p>Update/finalize Financial Policy and Best Practices</p>		

**Expected Meetings to Attend and/or Coordinate**

- Each quarterly Executive Council Meeting
- Any meeting of the Financial and Investment Committee, called by the chair

**General AANP Policies and Processes**

**Constitution and/or Bylaws Change:** Proposed changes to the Constitution and/or Bylaws must be received in writing at least four weeks in advance of the Annual Business Meeting. Example: Proposal of new constitution committee members and/or chair term limits.

# Membership Committee AANP Guidelines and Procedures

## Membership Committee Role & Responsibilities

See Bylaws Section 2.1-2.6e & 6.7

Membership: 5 members including the Chair, as well as two additional (non-voting) Junior members.

Term: Chair – 2 years; Members – 1 year, renewable for two additional terms (3 years total)

## Committee Members

The Membership Committee reviews applications of candidates for membership in the Association and determines eligibility for acceptance in the appropriate category in accordance with guidelines noted above.

## Chair

- Lead committee in review of applications for new members and membership status transition requests for the Association
- Lead committee in recommending new members and membership status transition to the Executive Committee for final approval
- Liaise with other committees as necessary
- Complete an annual report to be presented at the Executive Council in June and the Business Meeting at the Annual Meeting

## Timeline

Please note that while we aim to adhere to this timeline as much as possible for consistency and continuity, there is certainly flexibility with regards to dates and deadlines.

<b>Event/Action</b>	<b>Timeframe/Deadline</b>	<b>Person/Group Responsible</b>
March Membership Review	March	Committee Members
Recommendations routed to Executive Council for approval	March	AOE/Membership Chair
Prep/send acceptance letters to new members and approved transition requests	March	AOE
Prepare Executive Council and Business Meeting Report	May	AOE/Membership Chair
Present Executive Council Report at Q2 Executive Committee Meeting	June	Membership Chair
July Membership Review	July	Committee Members

Recommendations routed to Executive Council for approval	July	AOE/Membership Chair
Prep/send acceptance letters to new members and approved transition requests	July	AOE
November Membership Review	November	Committee Members
Recommendations routed to Executive Council for approval	November	AOE/Membership Chair
Prep/send acceptance letters to new members and approved transition requests	November	AOE

**Expected Meetings to Attend and/or Coordinate**

- The Membership Committee Chair will attend and/or participate in the Executive Council meeting onsite at the Annual Meeting or from time to time as needed.
- Chair may call additional meetings as needed.
- The Membership Committee Chair will attend and submit a summary report at the Business Meeting at the AANP Annual Meeting.

**General AANP Policies and Processes**

**Constitution and/or Bylaws Change:** Proposed changes to the Constitution and/or Bylaws must be received in writing at least four weeks in advance of the Annual Business Meeting. Example: Proposal of new award committee members and/or chair term limits.

# Nominating Committee AANP Guidelines and Procedures

## Nominating Committee Role & Responsibilities

See Bylaws Section 4.2-4.4 & 5.1

Membership: 4 past Presidents with Chair as immediate past

Term: Chair – 1 year, Members – 3 years

### Committee Members

The committee shall be responsible for procedures to identify and nominate a slate of candidates for the positions of officers of the Association, members-at-large, and Councilors to the International Society of Neuropathology. The committee shall review the qualifications of candidates seeking officer positions and ensure that they meet the requirements. The committee shall recommend to the President, recipient(s) for the “Award for Meritorious Contributions to Neuropathology”.

### Chair

- Lead committee in nomination and review of qualifications for positions of the Association
- Lead committee in recommending “Award for Meritorious Contributions to Neuropathology” recipient(s)
- Liaise with other committees as necessary (e.g. Education Committee)
- Complete an annual report to be presented at the Executive Council in June and the Business Meeting I at the Annual Meeting.

### Timeline

Please note that while we aim to adhere to this timeline as much as possible for consistency and continuity, there is certainly flexibility with regards to dates and deadlines.

<b>Event/Action</b>	<b>Timeframe/Deadline</b>	<b>Person/Group Responsible</b>
President appoints nominating committee	June	AANP President
Recommendations routed to Executive Council for approval and vote at Annual Meeting	May	Nominating Chair to Executive Council
Ensure officers are willing to serve an additional year, as applicable (i.e. S-T, Asst. S-T, PAC, etc.)	Mid-October	AOE/Nominating Chair
Solicit Nominations from Membership for Officers and Councilors to the ISN	Mid-October	Nominating Chair
Brainstorm a slate of candidates for positions of officers	October-December	Committee Members

Brainstorm a slate of candidates for positions for Councilors	October-December	Committee Members
Send along Award Winners to President for approval	December	Nominating Chair
Nominate candidates for officers	June	Committee Members
Nominate candidates for Councilors	June	Committee Members

**Expected Meetings to Attend and/or Coordinate**

- The Nominating Committee Chair will attend and/or participate in the Executive Council meeting onsite at the Annual Meeting or from time to time as needed.
- Chair may call additional meetings as needed and following approval by the President of the Association.
- The Nominating Committee Chair will attend and submit a summary report at the Business Meeting I at the AANP Annual Meeting.

**General AANP Policies and Processes**

**Constitution and/or Bylaws Change:** Proposed changes to the Constitution and/or Bylaws must be received in writing at least four weeks in advance of the Annual Business Meeting. Example: Proposal of new award committee members and/or chair term limits.

# Neuropathology Fellowship Program Directors Committee

## AANP Guidelines and Procedures

### Neuropathology Fellowship Program Directors Committee Role & Responsibilities

See Bylaws Section 6.8a – Neuropathology Fellowship Program Directors Committee

Membership: All Directors of ACGME accredited (or international equivalent) neuropathology fellowship programs including the Chair, who shall be appointed by the President.

Term: Chair – 1 year, renewable for up to 2 additional terms; members – for the duration of their tenure as Program Directors

### Committee Members

The committee shall keep the Professional Affairs committee informed in all matters related to teaching, research, training, and certification in neuropathology. The committee shall meet annually or as required to address such issues, as well as to collate and share best practices that would enhance the quality of neuropathology fellowship programs.

### Chair

- Lead committee in discussion on areas of interest for the enhancement of NP fellowship programs
- Liaise with other committees as necessary (e.g. Professional Affairs Committee)
- Prepare reports for the June Executive Council Meeting and Annual Business Meeting

### Additional Charges

- Collaborate with Program Directors to share best practices of various programs for the betterment of the fellows.
- Provide mentorship opportunities for Neuropathology and Pathology Fellows.
- Organize the annual Trainee Luncheon program.
- Review the results of the Fellow Neuropathology In-Service Examination (NPISE) results to determine areas of improvement within individual programs.

### Timeline

Please note that while we aim to adhere to this timeline as much as possible for consistency and continuity, there is certainly flexibility with regards to dates and deadlines.

<b>Event/Action</b>	<b>Timeframe/Deadline</b>	<b>Person/Group Responsible</b>
Keep PAC informed of matters necessary	Ongoing	NP Fellowship PD Chair

Draft Business Meeting and Executive Council Reports for June Annual Meeting	Late April-Early May	Alexis (AOE) to NP Fellowship PD Chair
Develop Trainee Luncheon program, invite panelists	April	NP Fellowship PD Chair and Alexis (AOE)
Invite trainees and program directors to annual Trainee Luncheon	Late April-Early May	Alexis (AOE) to NP Fellowship PD Chair
Finalize Business Meeting and Executive Council Reports for June Annual Meeting	May	NP Fellowship PD Chair and Alexis (AOE)

**Expected Meetings to Attend and/or Coordinate**

- The annual meeting of the NP Fellowship Program Directors.
- The NP Fellowship Program Directors Committee Chair will attend and/or participate in the Business meeting at the Annual Meeting.
- Chair may call additional meetings as needed.
- Organize, attend, and assist with the Trainee luncheon, as needed.

**General AANP Policies and Processes**

**Constitution and/or Bylaws Change:** Proposed changes to the Constitution and/or Bylaws must be received in writing at least four weeks in advance of the Annual Business Meeting. Example: Proposal of new award committee members and/or chair term limits.

# **Professional Affairs Committee**

## **AANP Guidelines and Procedures**

### **Professional Affairs Committee Role & Responsibilities**

See Bylaws Section 6.8 – Professional Affairs Committee

Membership: 5-8 members including the Chair, who shall also serve as the Vice-President for Professional Affairs as well as two additional (non-voting) affiliate members.

Term: Chair and members – 1 year, renewable for up to 4 additional terms (5 years total)

### **Committee Members**

The committee shall keep the Association informed in all professional affairs affecting the practice, including teaching, research, training, and certification in neuropathology. Subject to the wishes of the President, the Chair may represent the Association at meetings with representatives of other organizations, public or private, in the pursuit of information pertaining to professional affairs. All members, including the Chair shall be licensed to practice medicine and shall be actively engaged in the practice and teaching of neuropathology.

### **Chair**

- Lead committee in review of updates regarding important changes in neuropathology practice, training, as well as interactions with other professional organizations
- Liaise with other committees as necessary (e.g. Education Committee)
- Review and approve the Annual Membership survey, assisting as is necessary in development of the survey
- Prepare reports for the June Executive Council Meeting and Annual Business Meeting

### **Additional Charges**

- Study issues associated with professional practice as they relate to neuropathology education
- Establish and improve working relationships with organizations
- Assist members in sharing professional experiences
- Work with individuals and public to promote neuropathology education at all levels
- Professional Affairs Committee is encouraged to identify issues critical for neuropathology training through its Education Subcommittee
- Review and approve AANP endorsement requests (see attached *Endorsement Process Guide*)



## **Policy**

Professional Affairs Committee (PAC) shall adopt initiatives that will support its members and academic programs in their efforts to train neuropathology professionals committed to their communities and all the populations they serve. PAC will aim to facilitate opportunities for the development and maintenance of strong academic, community and public cooperation.

### **PAC Shall**

1. Participate in the establishment of guidelines in neuropathology practice and education.
2. Participate in facilitating competence in the practice of neuropathology.
3. Participate in designing guidelines and recommendations in neuropathology fellowship training, as well as neuropathology component of anatomic pathology residency training.
4. Encourage dialogue among its members and develop methods to obtain feedback to understand needs, trends and challenges of neuropathology practice. These efforts will include but not be limited to attempts to gather data necessary to make decisions on future programs or initiatives.
5. Provide opinion and feedback in legislative issues that directly affect the practice of its members and provide information to the public at large concerning these issues.
6. Facilitate the educational efforts of the Association through its Education Subcommittee.
7. Maintain communication and collaborate with other professional and governmental organizations whose functions or purpose directly or indirectly affect neuropathology practice. This communication will specifically include, but not be limited to interacting with the American Board of Pathology (ABP), United States and Canadian Academy of Pathology (USCAP), College of American Pathology (CAP), Armed Forces Institute of Pathology (AFIP), International Society of Neuropathology and member organizations, and other professional organizations.
8. Inform the membership about developments in any part of the country that may directly or indirectly impact their practice. Inform the organization on the neuropathology practice trends and statistics in the United States.
9. Conduct its business in highest ethical standards and expect all organizations and individuals that interact with PAC to act in the same manner.
10. Undertake any other task or initiative requested by the President or the Executive Council of the Association.

### **PAC Shall NOT**

1. Act as a political action committee or organization or engage in affairs to do not directly or indirectly impact practice, education or research in the field of neuropathology.
2. Act on behalf of a religious organization or political party.
3. Act as a certifying agency.

4. Act in a manner in contradiction to provisions stated in section (A), or knowingly collaborate with any organization that does not conduct business with the highest ethical standards.
5. Conduct business in contradiction with the decisions of the Executive Council.

**Timeline**

Please note that while we aim to adhere to this timeline as much as possible for consistency and continuity, there is certainly flexibility with regards to dates and deadlines.

<b>Event/Action</b>	<b>Timeframe/Deadline</b>	<b>Person/Group Responsible</b>
Keep Association informed in all professional affairs	Ongoing	Professional Affairs Chair
Per President, represent AANP at meetings pertaining to Professional Affairs	Ongoing	Professional Affairs Chair
Draft Business Meeting and Executive Council Reports for June Annual Meeting	Late April-Early May	Renea (AOE) to Professional Affairs Chair
Finalize Business Meeting and Executive Council Reports for June Annual Meeting	May	Professional Affairs Chair and Renea (AOE)
Assist Education Committee on the development of the Annual Membership survey, as needed and requested by the Education Committee Chair	August – September	Professional Affairs Chair

**Expected Meetings to Attend and/or Coordinate**

- The Professional Affairs Committee Chair will attend and/or participate in Executive Council meetings.
- The Professional Affairs Committee Chair may attend meetings with representatives of other organizations, public or private, in the pursuit of information pertaining to professional affairs.
- Chair may call additional meetings as needed and following approval by the President of the Association.
- The Professional Affairs Committee Chair will attend and/or participate in the Business Meeting at the Annual Meeting.
- Attend and assist with the Trainee luncheon as needed.

**General AANP Policies and Processes**

**Constitution and/or Bylaws Change:** Proposed changes to the Constitution and/or Bylaws must be received in writing at least four weeks in advance of the Annual Business Meeting. Example: Proposal of new award committee members and/or chair term limits.

# Program Committee AANP Guidelines and Procedures

## Program Committee Role & Responsibilities

See Bylaws Section 6.9

Membership: Not less than 8, as well as two additional (non-voting) Junior members.

Term: Chair: 1 year renewable once; Members: 1 year, renewable for three additional terms; Junior members 1-year renewable once

## Committee Members

- Selects and arranges the scientific program for the annual meeting through a mechanism determined jointly by the Committee in consultation with the President, Assistant Secretary-Treasurer, and in consultation with the Editor-in-Chief of *JNEN* and the Chair of the Professional Affairs Committee
- The Program Committee shall be responsible for reviewing and selecting oral or poster presentations for the meeting
- The Program Committee shall be responsible for submitting all accepted abstracts to the *JNEN* staff the first week of April, annually.
- The Program Committee determines the recipients of the AANP Trainee Travel Awards presented annually at the Trainee Luncheon.

## Chair

- Responsible, in consultation with the Secretary-Treasurer, for soliciting submissions from members of the Association and setting the deadline for receipt of such submissions
- Communicate to individual members, the final program including date, time and location of their presentations
- Prepare reports for June Executive Council Meeting
- Prepare reports for the Business Meeting I at the Annual Meeting
- Liaise with other committees as necessary (e.g. Awards Committee)

## Other

- The final program of the meeting including guest speakers, committee meetings and social activities shall be communicated to the members of the Association by the Secretary-Treasurer at least four weeks in advance of the meeting
- Abstracts for the annual meeting will not be accepted from members in arrears in their dues as of January 1

### **Expected Meetings to Attend and/or Coordinate**

- The Program Committee Chair will attend and/or participate in the Executive Council meeting onsite at the Annual Meeting or from time to time as needed.
- The Program Committee Chair will attend and participate at the Business Meeting I in June.
- The Program Committee Chair will organize and assign abstract reviews, immediately following the abstract submission close deadline.

### **General AANP Policies and Processes**

**Constitution and/or Bylaws Change:** Proposed changes to the Constitution and/or Bylaws must be received in writing at least four weeks in advance of the Annual Business Meeting. Example: Proposal of new award committee members and/or chair term limits.

# **Website Committee** **AANP Guidelines and Procedures**

## **Website Committee Role & Responsibilities**

### **Committee Members**

- The Website Committee shall be responsible for managing all AANP social media accounts, including Twitter, Facebook, Instagram, LinkedIn and YouTube.
- The Website Committee shall be responsible for reviewing and selecting software and other platforms utilized by the AANP (LMS, meeting platforms, AMS, etc.).
- The Website Committee shall be responsible for reviewing and maintaining the AANP website (neuropath.org).

### **Chair**

- Facilitate bi-monthly Website Committee meetings
- Prepare reports for the Business Meeting I at the Annual Meeting
- Liaise with other committees as necessary (e.g. Education Committee)

## **Expected Meetings to Attend and/or Coordinate**

- The Website Committee Chair will attend and participate at the Business Meeting I in June.
- The Website Committee Chair will review and approve the agenda and facilitate bi-monthly committee meetings.