

## SCIENTIFIC PROGRAM COMMITTEE

**Purpose:** This Committee will develop the educational program for the PNS Annual Meeting, oversee the Annual Meeting abstract process, and monitor the performance of the chairs and speakers.

**Responsibilities:**

- Establish the schedule and content for the educational and scientific offerings at the Annual Meeting;
- Review, grade, and select abstract submissions for presentation of scientific posters and platform presentations at the Annual Meeting;
- Select Co-Chairs (moderators) for platform and poster sessions;
- Monitor the performance of the chairs and speakers;
- Report to Board monthly on Committee initiatives and projects;
- Other projects as assigned by the Board.

**Term of Service:**

Chairs: The Committee Co-Chairs serve a three-year term (the first year as Vice Chair, the second year as Chair, and the third year as Immediate Past Chair). The Committee Vice Co-Chairs serve a three-year term (the first year as Vice Chair, the second year as Chair, and the third year as Immediate Past Chair). The Chair and Vice Chair positions are not renewable. Chairs are eligible to become committee members at large, after their terms conclude.

Members: Member appointments are for one-year, renewable for a maximum of five one-year terms.

**Frequency of Meetings:**

This Committee typically meets at a minimum quarterly (up to 4 meetings per year) and may meet in-person in conjunction with the PNS Annual Meeting. The frequency of Committee meetings is at the Committee Chair and Executive Office's discretion. Chair calls are held monthly with the Executive Office.

**Expectations:**

Committee members must attend 50% of conference calls unless there is an extreme hindrance due to time-zone differences. Absence from a meeting does not release the committee member from responsibility of input on topics. If members are unable to make meetings, members are expected to review materials and contribute via email in advance.

**Selection Process:**

The Committee Chairs and Vice Chairs are appointed by the President. New members are solicited from PNS membership, for approval by the Committee Chairs & President. Selection is based on member specialty. All committee members are required to be members of the society in good-standing. Interested individuals complete an application form.

**Composition:**

The Committee typically consists of a minimum of (22) members including the Chairs, Vice Chairs, and Immediate Past Chairs. Final composition is determined based on anticipated abstract count. **Special Interest Group representatives, Junior Committee representatives, and Prize Committee Chairs are required to serve on this Committee.** Additional members could be invited to serve in a committee related specific task force or subcommittee as deemed necessary by the committee.

**Board Reports:**

This Committee reports to the Board monthly.