

IADMS Medical Committee Charter (Operational Committee)

Purpose: As stated in the IADMS Bylaws (Section 10.12), the Medical Committee is directed to promote excellence within its field, inclusive of developing A Day for Physicians with the Program Committee, working with IADMS staff to secure continuing medical education (CME) credits for the Annual Conference, and generating novel online courses and accreditation through collaboration with the Professional Development Committee.

Mission: The IADMS Medical Committee's mission is to seek innovative methods of educating our colleagues, to foster multidisciplinary involvement in dance medicine and science, and to develop an international physician network dedicated to supporting dancer health and wellness.

Committee Membership: The committee will consist of a chair and a minimum of three members. The chair shall be appointed by and report to the board. The chair will review applications to join the committee during the official IADMS call for applications or as needed. Committee members are appointed by the board after reviewing and considering feedback from the chair and submitted applications.

Membership on the Medical Committee is limited to those with an MD, American DO, MBBS, or international equivalent with efforts to recruit and include a diverse complement of surgical and non-surgical specialties. All committee members must be an IADMS member in good standing. IADMS is committed to a diverse, inclusive, and equitable environment where all committee members feel respected and valued; thus, we foster inclusion of different genders, ages, ethnicities, nationalities, sexual orientation or identities, abilities, education, or any other biases that exclude individuals.

Terms of Office: The chair and committee members are appointed for two-year terms. Appointments are made by the board every two years during the year between board elections (currently even years). There is no term limit for committee members, though the chair is expected to serve no more than two terms in that role (four years).

Duties and Responsibilities:

Guiding Principles:

- Service:
 - We will be timely and compassionate in our work.
 - We will treat each other and the dancers we serve with respect and dignity.
 - We will actively seek feedback to improve the committee and serve IADMS.
- Motivation:
 - We will highlight the importance of dance medicine within the broader scope of sports medicine.
 - We will share our enthusiasm with colleagues around the world and promote dance medicine to other physicians.
 - We will encourage and support the mission of IADMS.
- Advancement:
 - We will foster relationships with the international dance medicine community to further issues of equal rights and access.

- We will assist IADMS on the local and regional levels to educate providers and the public about dance medicine.
- We will strive to advance equity and justice in our committee and in our field.
- We will collaborate with other IADMS committees to ensure that care for dancers continues to improve through the application of evidence-based medicine and novel treatment approaches.
- **Responsibility:**
 - We will be readily available for as-needed follow-up.
 - We will act with professional integrity in matters both clinical and scientific.
 - We will regularly review data on patient outcomes and satisfaction – presenting our results both within IADMS and for the broader scientific community.
- **Teamwork:**
 - We will work across multiple disciplines to enhance learning and to deliver the best care possible.
 - We will establish relationships with both community and international organizations to highlight and promote the appropriate care and treatment of dancers.
 - We will engage research staff to develop novel treatments and advance the science of our field.

Chair Responsibilities:

- The chair will provide regular updates (minimum once every two months) to the committee to keep all members equally informed on current work.
- The chair will additionally meet with other committee chairs quarterly, submit reports to the board of directors quarterly, and meet with the board of directors once annually. Updates will be provided to the committee members, as necessary, following these meetings.

Expectations:

- All committee members are expected to familiarize themselves with, and abide by, IADMS bylaws and policies (posted online).
- All committee members are expected to be in attendance for committee meetings unless an unforeseen conflict arises. Missing more than two meetings in a year may result in dismissal from the committee.
- All committee members are expected to acknowledge and respond to IADMS-related emails/communications in a timely fashion, as outlined in the IADMS Committee Member Handbook.
- Committee members who are consistently (greater than three months) unable to meet their committee responsibilities should discuss their circumstances with the chair as soon as feasible.
- Any committee member who does not meet minimum requirements of attendance in meetings, discussions, voting, and review of all necessary documentation as provided by committee chair, board, and staff for a period of three months without notification may forfeit the right to serve as a committee member.

Authority: Operational committees are not independent decision-making bodies. Operational committees work directly with IADMS staff and indirectly with the IADMS Board. The committee chair is responsible for communicating relevant committee business with the director of operations, the board, and other committee chairs. If there is inconsistent language between this committee charter and the IADMS Bylaws, then the bylaws will be considered the more authoritative source.

- The chair is responsible for defining the current goals of the committee in consultation with committee members. These should be submitted to the board for approval and should reference organizational priorities from the IADMS Strategic Plan.
- Committee activities or recommendations that involve the day-to-day IADMS operations shall be approved by the director of operations.
- All budgetary requests as well as programming or policy recommendations should be submitted to the board for consideration and approval.
- For new initiatives or changes to procedures, proposals are reviewed by the director of operations and put forward for board approval.
- Per IADMS policy, prior to distribution, the Publications Committee must review, edit, and standardize the format for all formal, outgoing publications including, but not limited to, press releases; annual conference abstracts; The IADMS Bulletin; Resource Papers; the Quarterly Newsletter; Infographics, and new pages/sections of the IADMS website, with the exemption of JDMS. The Publications Committee does not routinely review eblasts, social media posts, or the IADMS blog.

Quorum and Meeting Procedures:

- Medical Committee meetings will be quarterly unless additional meetings are suggested and approved by a quorum of the committee.
- Sufficient notice should be given such that all who wish to participate may attend. There should be respect for scheduling meetings appropriate for all participant work schedules and time zones.
- The board liaison shall be invited to attend all committee meetings as a non-voting guest participant, but they are not expected to attend every meeting. The liaison can help facilitate communication between this committee and the board. The liaison may offer institutional perspectives but should not take a dominant role in any of the committee work, activities, conversations, or decisions.
- Meetings may be held in person, via telephone, or electronic means (like videoconference).
- A quorum shall be greater than 50% of the voting committee members.
- Committee business, including electronic discussions, is confidential and must not be discussed outside the committee.

Governance: Recommendations and decisions of this committee shall be made by consensus when possible. When votes are required, motions are passed based on the majority of the voting members present. Quorum shall be required at all meetings where a decision is made.

Record-Keeping:

- Meeting minutes will be distributed by the chair unless they delegate the task.
- All committee documents, committee reports, and meeting minutes shall be stored on the shared IADMS cloud-based storage service in accordance with current IADMS policy.
- E-mails regarding official business of the committee should be retained during the transition from one committee chair to the next at the end of each term.

This charter was approved by this committee on December 21, 2021, and by the IADMS Board of Directors on December 19, 2021. It should be reviewed for updates and re-approval at the start of each committee term. The charter may be amended by a simple majority vote of the board at any time.