

## IADMS Program Committee Charter (Operational Committee)

**Purpose:** As stated in the IADMS Bylaws (Section 10. 4), "the Program Committee shall plan the dance medicine and science content of the Annual Conference, managing the peer review process of submissions and scheduling those accepted. It will also have oversight of regional meetings. The committee shall make recommendations and report to the board of directors."

**Mission:** The mission of the IADMS Program Committee is to create an inclusive annual meeting program to aid in the advancement of dance science and medicine.

**Committee Membership:** The committee will consist of a chair or co-chairs and a minimum of four members, although typically five or six members are desired. The chair shall be appointed by and report to the board. In discussions with the chair, the board may appoint a co-chair from serving committee members to support the chair in the undertaking of regular committee business.

The chair(s) 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(s) and submitted applications. Appropriate consideration must be given to ensure there is sufficient clinical representation on the committee to meet all requirements for hosting continuing medical education events.

The following are desirable for committee members: prior experience in meetings and/or content management for professional organizations and/or personal business, experience in dance medicine and science in various specialties, reviewing abstract skills, publication experience, and a passion for extending the reach and profile of IADMS and its work.

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 regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other bias.

**Terms of Office:** The chair(s) 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(s) are expected to serve no more than two terms in that role (four years).

### **Duties and Responsibilities:**

- Attend monthly meetings and, if needed, bi-monthly or weekly meetings.
- Aid in development of themes and a keynote speaker list for annual conferences, to be approved by the board.
- Collaborate with other committees regarding content planning for the Annual Conference.
- Make recommendations for potential abstract reviewers and conference moderators.
- Work with staff to coordinate and help ensure integrity of the abstract review process.
- Aid in the content distribution in the annual program.

- Provide timely updates to the board regarding conference planning, including early notification of any issues that may require urgent attention.
- The board may consider additional duties upon request, depending on the needs of the organization.
- Assist the board with recommendations for improving future conferences or meetings.

**Chair Responsibilities:**

- The chair(s) will provide regular updates (minimum once every two months) to the committee to keep all members equally informed on current work.
- The chair(s) will additionally meet with other committee chairs quarterly, submit reports to the board of directors quarterly, and meet with the board 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 four meetings in a year may result in dismissal from the committee.
- Committee members will be in regular communication via email to coordinate tasks/subtasks between meetings.
- All committee members are expected to acknowledge and respond to IADMS-related emails/communications in a timely fashion (typically within five working days), as outlined in the IADMS Committee Member Handbook.
- Due to the continuous and public nature of the committee's work, committee members are expected to volunteer a minimum of two hours each week.
- Committee members who are consistently (more than three months) unable to meet their committee responsibilities should discuss their circumstances with the chair(s) 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/co-chairs, 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(s) are 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:**

- The Program Committee has monthly meetings but will schedule meetings weekly or bi-monthly if needed. The meeting time is set and will be adjusted by the current committee members (time zone differences will be considered).
- However, the committee will have meetings more frequently during the time of intensive conference planning (typically March-July).
- Meeting calls are made by the chair(s) of the committee at least one week in advance.
- Meetings are mainly virtual, enabling the geographical diversity of the committee.
- The program and marketing specialist of IADMS will be present at committee meetings. The IADMS President and IADMS Director of Operations may be asked to join meetings, when necessary.
- A quorum shall be greater than 50% of the committee members.
- Committee business, including electronic discussions, is confidential and must not be discussed outside the committee.

**Governance:** Recommendations and decisions of the Program 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:**

- The Program Committee shall draw up minutes of the meetings, which shall set out the decisions taken by the committee. The minutes and conference planning material will be kept in a place mutually agreed by the committee (e.g., electronic folder).
- The committee chair(s) shall report quarterly to the board considering the actions made by the committee.
- E-mails regarding official committee business 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 January 23, 2022, and by the IADMS Board of Directors on February 13, 2022. 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.*