



MSTS Annual Meeting Program Committee

I. Purpose

The MSTS Annual Meeting Program Committee (herein known as 'Committee') is an appointed sub-committee reporting to the MSTS Education Committee. The Committee's main objective is to plan the MSTS Annual Meeting educational program with qualified speakers and timely topics of discussions. In doing so, the Committee will evaluate the educational needs of the musculoskeletal oncology industry, develop a program which is responsive to those needs, and deliver the program in the most educationally effective manner.

II. Structure/ Composition

The structure of the Committee shall be comprised of least nine members, including the Committee Chair. Each Committee Chair shall be first appointed by the Secretary who shall serve as President during the annual meeting in which that chair will be responsible for planning. For example, in approximately October of 2014, the Secretary will appoint the 2017 Annual Meeting Program Chair. His or her term will begin at the close of the annual meeting three-years prior to the annual meeting in which he or she shall be responsible for chairing.

The composition of the Committee shall include the following:

- Current Annual Meeting Program Committee Chair;
- Incoming Annual Meeting Program Committee Chair;
- Second Incoming Annual Meeting Program Committee Chair;
- Chair of the Specialty Day Program Committee (for the Specialty Day that is occurring directly after the planned annual meeting); and
- Four (4) Members-at-large
- President (ex-officio)

The Members-at-large on the Committee shall be solicited via a MSTS Call for Volunteers announcement sent to the MSTS membership. Members shall be appointed from the list of applicants by the MSTS Executive Committee with input from the Committee Chair. The appointment process will take place annually at the Executive Committee meeting at the prior year's Annual Meeting. With exception to the first year in which the committee is developed, each member-at-large shall serve a two-year renewable term. No member may serve more than two consecutive terms.

All terms will be renewable at the traditional two-year term following the completion of his/her first term. After the first year from which the committee was developed, all new member-at-large appointments will serve the traditional two-year term.



III. Responsibilities

The duties and responsibilities of the Committee will include, but not be limited to, the following:

1. Agree to participate in the CME-provider designated disclosure program, as required per ACCME guidelines;
2. Agree to participate in the Continuing Nurses Education-provider designated disclosure program and submit a biosketch, as required per ANCC guidelines;
3. Develops overall conference educational program/schedule;
4. Reviews past conference topics and evaluations, adjusts evaluation questions for future meeting as needed;
5. Develops CME objectives, goals and deliverables; assist with the completion of CME application and reports;
6. Recruits and encourages colleagues to submit abstracts for poster and paper sessions;
7. Recommends, recruits and selects session speakers with assistance from staff; President selects the keynote speaker(s)/Founders lecturer;
8. Provides expertise on content and speakers;
9. Participate in blinded abstract review and grading within defined timeline;
10. Participate in final selection of presentations/posters;
11. Recruits and/or serves as session moderators;
12. Assist with the solicitation and securing of corporate support (educational grants, exhibits, ads, etc.).
13. Oversees the Nurse Planner's progress in the development of the MSTS Allied Health Course; provide guidance, input and support as needed; and
14. Participates on conference calls as needed and email discussions with the Committee and staff;
15. Provide post-meeting report to include recommendations for future programs.

IV. Meetings

Meetings shall be held via conference call once all members are appointed, though calls will be determined by the urgency of the issues at hand, as well as a schedule determined by the Chair and members of the Committee.

V. Time Commitment

The members of the Committee should plan on a minimum of one one-hour conference call per month until all sessions are planned and then should plan on spending an additional 1-2 hours monthly to fulfill committee responsibilities.