

IADMS Professional Development Committee Charter (Operational Committee)

Purpose and Mission: As stated in the IADMS Bylaws (Section 10.10), the Professional Development Committee will facilitate the professional development of the Association's membership by providing educational material, on-line courses, continuing medical education (CME) activities, benchmarking, and other initiatives as deemed appropriate and in line with the Association's mission, vision, and strategic plan.

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.

The committee needs to be representative of the different dance medicine and science professions recognized by IADMS. It acts as an organizing committee to set up continuing professional development (CPD) events and benchmarking standards to help members achieve and maintain the benchmark standard. Committee members need to be highly qualified and experienced within their field and understand the experience, skill sets, and qualifications practitioners/clinicians require.

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:

- Development of professional development courses in conjunction with other IADMS committees.
- Reviewing and maintaining benchmarking standards for the professional member categories.
- Act as a committee liaison with other IADMS committees and central staff.

Expectations:

- All committee members are expected to familiarize themselves with and abide by IADMS Bylaws and policies (posted online).

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:

- Online/in person meeting frequency will be quarterly.
- The board liaison to the committee will be part of the quarterly meetings.
- Meetings may be held in person, via telephone, or electronic means (like videoconference).
- 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 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:

- 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.
- Decisions and a synopsis of each meeting will be kept by the chair and shared with the whole committee via email as a record.
- Activities, decisions, and recommendations of the Professional Development Committee will be reported to the board via quarterly committee reports. If decisions and guidance are required more urgently, missives will be forwarded to the board via the board liaison.
- 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 April 24, 2022, and by the IADMS Board of Directors on April 4, 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.