



# THE HIP SOCIETY'S COMMITTEES

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## Membership Committee

**Charges:** The Membership Committee is responsible for establishing and implementing goals for selection and retention of members. Members support the founding vision of The Hip Society to be a premier academic closed-membership organization that leads in the discovery and dissemination of knowledge related to disorders of the hip. The Committee reviews membership applications and recommends candidates to the Board of Directors according to the established membership cycle, policies and procedures.

**Composition:** This committee shall consist of no less than five (5) Active, Senior, Adjunct, or Senior Adjunct Members. The Incoming Third Vice-President, immediately upon election, shall appoint a Member whose term of service shall begin immediately upon appointment.

The Chair of the committee shall be the Membership Committee member in his/her fourth year on the committee, and shall serve a one (1) year term as Chair, and will remain on the committee for one (1) year term as a Past Chair.

**Reporting relationship:** The Membership reports directly to the Board of Directors.

**Term of office:** The term of appointment shall be five (5) years. The term begins and ends at the conclusion of the Summer Meeting.

**Maximum terms:** One.

## Program Committee

**Charges:** The Program Committee is responsible for reviewing manuscripts submitted for The Hip Society's scientific awards, and selecting winners according to the process outlined in the Society's Policies and Procedures. The Chair of the Program Committee, together with President, designs the scientific content of the Society's Summer (Closed) Meeting. In close coordination and partnership with The Knee Society, the Chair and the President also design the scientific content of the Society's Winter (Open) Meeting. The Chair may seek input and assistance from the full committee as needed.

**Composition:** This committee shall consist of no less than five (5) Active, Senior, Adjunct, or Senior Adjunct Members. The Incoming Third Vice-President, immediately upon election, shall appoint a Member whose term of service shall begin at the following Winter (Open) Meeting. A slotted advisory seat on the committee is reserved for an Adjunct or Senior Adjunct Member who is appointed by President for a non-renewable three (3) year term.

The Chair of the committee shall be the Program Committee member in his/her fourth year on the committee, and shall serve a one (1) year term as Chair, and will remain on the committee for one (1) year term as a Past Chair. The Chair is also the guest editor of the Society's Journal.

**Reporting relationship:** The Program Committee shall report directly to the Board.

**Term of Office:** The term of appointment shall be five (5) years. The term begins and ends at the conclusion of the Winter Meeting.

**Maximum Terms:** One.

## Fellowship & Mentorship Committee

**Charges:** Develop, plan, promote and provide oversight of The Hip Society's Rothman-Ranawat Traveling Fellowship. Review prospective Fellow applications, develop, enhance, and maintain best practices for host sites. Build world-wide awareness of the program. Maintain the biennial commitment to the British Hip Society by selecting two (2) North American Fellows to travel to the UK in even years. Perform an annual review of the traveling Fellowship Programs to determine the value of the program, and to provide recommendations for enhancements to the Board.

**Composition:** The Committee shall consist of three (3) members: Chair, Chair-Elect, and Member. The Board of Directors appoints the first Chair.

Eligible members of The Hip Society interested in serving on this committee shall apply through an open application process, in August, and shall be selected based on merit by the Nominating Committee, or a special task force, as appointed and directed by the Board.

**Term on Office:** Two (2) years in each position, staggered. The term begins and ends at the conclusion of the Winter Meeting.

**Maximum terms:** One.

## Lifetime Achievement Awards Committee

**Charge:** The committee shall select award recipient(s) who have achieved academic excellence and made significant contributions to study of arthritic diseases of the hip, as well as to recognize the accomplishments of the distinguished persons who have created a lasting legacy in this field in accordance with the committee's policies and procedures.

**Composition:** The committee, convened biennially, shall consist of the Presidential Line (President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, and the Immediate Past President).

**Reporting relationship:** The Lifetime Achievement Awards Committee shall report directly to the Board.

**Term of Office:** By virtue of the Board position.

**Maximum Terms:** By virtue of the Board position.

## Nominating Committee

**Charges:** The Nominating Committee shall prepare a list of nominees for the following positions:

1. Third Vice-President (annually)
2. Treasurer (every three (3) years)
3. Secretary (every three (3) years)
4. Member-at-Large (every three (3) years)

The Nominating Committee may recommend nominees for the **Fellowship and Mentorship Committee** positions, at appropriate intervals, and as specified in the Fellowship and Mentorship Committee composition description.

The Nominating Committee may recommend nominees for the **Research Committee** positions, at appropriate intervals, and as specified in the Research Committee composition description.

The Nominating Committee shall present all recommendations for approval by the Board at the Summer Meeting, and to the membership at the Member Business Meeting of the Summer Meeting.

**Composition:** The Committee shall consist of three (3) Members. The Chair shall be the Immediate Past President of the Society. Two (2) Committee Members, shall be nominated and elected by a majority vote at the Member Business Meeting of the Winter (Open) Meeting.

**Reporting relationship:** The Nominating Committee reports directly to the Board of Directors.

**Term of Office:** One (1) year beginning immediately upon election.

**Maximum terms:** Multiple are possible, although no member may serve consecutive terms.

## Finance Committee

**Charge:**

- Development of fiscal policy
- Ensure the implementation by the Society of sound financial management practices
- Ensure the accuracy and validity of the financial and statistical information used by the Board or by external agencies to evaluate the fiscal affairs of the Association.
- Review, guide and monitor the performance of invested funds including endowment, restricted and unrestricted funds.
- Review all organizational expenditures over \$50,000.
- Recommend the Annual Budget to the Board of Directors

**Composition:** The Committee shall consist of the President, the Treasurer, and the Immediate Past President. The Treasurer shall be the chair.

**Reporting relationship:** The Finance Committee reports directly to the Board of Directors.

**Term of Office:** The term of service on the committee shall be by virtue of committee member's Board position.

**Maximum Terms:** By virtue of committee member's Board position.

## Research Committee

**Charges:** Develop, plan, promote and provide oversight of The Hip Society's research programs. Explore and identify funding options to support The Hip Society's research programs. Initiate and conduct surveys of the general membership regarding subjects of timely and relevant interest. Committee Chair represents The Hip Society on the Tri-Org Research Council (with The Knee Society and AAHKS).

**Composition:** The Research Committee shall consist of five (5) members: Chair, Chair-Elect, and three (3) Members, one of whom is the Past Chair of the Committee. The Board of Directors appoints the first Chair.

Eligible members of The Hip Society interested in serving on this committee shall apply through an open application process, in August, and shall be selected based on merit by the Nominating Committee, or a special task force, as appointed and directed by the Board.

**Reporting relationship:** The Research Committee reports directly to the Board of Directors.

**Term on Office:** Three (3) years in each position, staggered. The term begins and ends at the conclusion of the Winter Meeting.

**Maximum terms:** One.

## BOS Representatives

**Charge:** Represent The Hip Society and its interests at BOS level. Attend two (2) primary BOS meetings each year – NOLC and Fall – with a possible third brief meeting at the Annual Meeting. Communication among BOS members will be fostered through a list serve. BOS representatives will be the primary first contact for such communications and will advise the Board on an appropriate response.

**Composition:** BOS shall have three (3) representatives from each member specialty society. The Hip Society shall charge the First Vice President to be a Presidential Line representative on the BOS and a Member-at-Large to be a representative on the BOS. The Executive Director shall be its third representative.

**Reporting relationship:** BOS representatives will report to the Board of Directors.

**Term of Office:** The terms of a BOS representative shall be by virtue of representatives' Board positions, or as determined by the Board of Directors.

**Maximum terms:** At the discretion of the Board of Directors.

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# Organizational Chart

