



MSTS Specialty Day Program Committee

I. Purpose

The MSTS Specialty Day 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 Specialty Day 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 three members: the Committee Chair; Vice-Chair and one (1) Member-at-large. All members on the Committee, including the Chair and Vice Chair, 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. The appointment process will take place annually at an Executive Committee meeting occurring at least 14 months before the Specialty Day being planned. The terms shall be for one (1) year, non-renewable, and begin directly following the close of the prior-year's Specialty Day. The Vice-Chair shall automatically ascend to the Chair position at the end of his or her 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. Develops educational program/schedule;
3. Reviews past conference topics and evaluations, adjusts evaluation questions for future meeting as needed;
4. Develops CME objectives, goals and deliverables; assist with the completion of CME application and reports;
5. Actively solicits colleagues to submit presentations for consideration;
6. Recommends, recruits and selects session speakers with assistance from staff;
7. Provides expertise on content and speakers;
8. Participate in final selection of presentations/posters;
9. Recruits and/or serves as session moderators;
10. Assist with the solicitation and securing of corporate support (educational grants, ads, etc.).
11. Participates on conference calls as needed and email discussions with the Committee and staff; and
12. 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.