

## **CSRS Committee Charges**

### **Archives Committee**

#### **Charges:**

- Develops archives and records of CSRS history through writings, photos, audio-video material and artifacts.
- Chair presents report at Executive Committee Meeting.

### **Awards Committee**

#### **Charges:**

- Determines annual meeting best clinical and basic science 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place research award papers from top five scoring abstract submissions in each category.
- Determines best annual meeting clinical and basic science posters. (One in each category).
- Selects Annual Lifetime Achievement Award every three years.

### **Communications Committee**

#### **Charges:**

- Oversees website.
- Oversees publication of annual newsletter.
- Oversees publication of quarterly E-bulletin.
- Chair gives report at Executive Committee Meetings.

### **Continuing Medical Education Committee**

#### **Charges:**

- Supports the annual PASE Hands-On Cadaver Course in St. Louis.
- Works with Neuro Ortho Liaison Committee to identify educational opportunities of mutual benefit.

### **Development Committee**

#### **Charges:**

- Make recommendations regarding requests for money allocation, e.g. research funding or outcome funding.
- Develop and implement fund raising strategies for CSRS research.

### **Editorial Committee**

#### **Charges:**

- Coordinates development and publication of textbook, Atlas, or other educational materials sponsored by CSRS.
- Chair gives report at Executive Committee Meetings.

## **Ethics/Conflict of Interest Oversight Committee**

### **Charges:**

- Respond to inquiries regarding ethical issues.
- Reviews and updates the Conflict of Interest Policy.

## **Executive Committee**

### **Charges**

- The senior-level management committee is empowered to make and implement major organizational decisions.

## **Exhibits Committee**

### **Charges:**

- Recommends company names for exhibit solicitation.
- Committee works with meeting planner and CSRS staff liaison.

## **Finance Committee**

### **Charges:**

- Make recommendations to Executive Committee regarding investment strategies or changes in CSRS portfolio.
- Make recommendations regarding requests for money allocation, e.g. research funding or outcome funding, etc.

## **FOSA Executive Committee**

### **Charges:**

- Supports the mission of the Federation of Spine Associations (FOSA) to provide a forum for the presentation of high quality educational content on spinal disorders.
- Appoints two orthopaedic surgeons to serve as representatives.
- Develops program content for presentation during the annual AAOS Specialty Day.

## **Instructional Course Planning Committee**

### **Charges:**

- Plans instructional course meeting content in conjunction with annual meeting program committee.
- Works with Annual Meeting Program Committee, local host, meeting planner and CSRS staff liaison.
- Provides report at Executive Committee Meetings.

## Local Arrangements Committee

### **Charges:**

- Provides suggestions and information on Annual Meeting venue, including hotel, restaurants, optional tours, local events, etc.

## Long Range Planning Committee

### **Charges:**

- Makes recommendations regarding future annual meeting sites.
- Solicits future site recommendations from membership through newsletter and annual meeting registration packet.
- Chair gives report at Executive Committee Meetings.

## Membership Committee

### **Charges:**

- Reviews membership applications and recommends applicants to CSRS Board.
- Reviews roster annually for members not fulfilling minimal obligations to society.
- Reviews roster annually for members eligible for senior status.
- Chair provides report at Executive Committee Meetings and annual business meetings.

### **Timetable:**

- **All year:** application forms available to prospective members.
- **March/April Executive Committee Meeting:** Members eligible for senior status, inactive members (no meeting attendance, outstanding dues) reported by CSRS staff liaison to membership chair.
- **\*September 15:** Membership application deadline.
- **\*October 25:** Completed applications circulated to Chair and committee members for review.
- **\*November 8:** Deadline for grade sheets returned to staff office.
- **\*November 12:** Chair notifies CSRS office of recommended new members.

## Neuro-Ortho Society Liaison Committee

### **Charges:**

- Manages interactions between orthopaedic and neurosurgical members and organizations.
- Responsible for increasing educational programming such as collaborative courses, symposia, research studies, etc. with sister organizations.
- Supports the AAOS Board of Specialty Societies.

## **Nominating Committee**

### **Charges:**

- Solicits nominations from the membership electronically and through the newsletter.
- Convenes prior to the annual meeting to review nominations.
- Presents slate of officers to the Board of Directors and Membership at large.

## **Patient Education Committee**

### **Charges:**

- Oversees creation and dissemination of critical, authoritative patient information that can be ...
  - posted on the CSRS website
  - available as printed material
- Produces two projects per year.
- Chair provides report at Executive Committee Meeting.

## **Program Committee**

### **Charges:**

- Assembles program for annual meeting.
- Reviews and grades all abstracts.
- Selects posters.
- Obtains symposia recommendations, presidential guest speaker and presidential address information from President.
- Selects program for CSRS portion of FOSA Annual Meeting.

### **Timetable:**

- **March 1:** Call for abstracts sent to Membership.
- **May 1:** Reminder letter sent to membership.
- **May 15:** Abstract deadline.
- **May - June:** Abstracts downloaded from abstract center by Program Committee Members with instructions for grading from Program Chair (blinded, point system).
- **July 1:** Committee members not having completed grade sheets for abstracts and research awards removed from committee.
- **August 1:** Grading of abstracts completed, papers and posters selected.
- **August 15:** Final program turned in to staff office.
  1. Presenters limited to no more than 2 oral presentations.
  2. An individual may be listed on more than one abstract.
  3. A reasonable number of non-American papers should be on program.

## **Research Committee**

### **Charges:**

- Oversees all research activity.
- Solicits research proposals for basic and clinical research.
- Recommends funding amounts for research projects.
- Solicits research project progress reports.
- Provides list of research grants to Program Chair for Annual Meeting.
- Provides accounting of all research funds to treasurer.
- Research Chair moderates Annual Meeting Research Session and presents report at Board Meeting.

## **21<sup>st</sup> Century Grant Subcommittee**

### **Charges:**

- Reviews and grades submitted 21<sup>st</sup> Century Grant Letters of Intent (LOIs).
- Reviews and grades subsequent manuscript submissions.

## **Seed Starter Grant Subcommittee**

### **Charges:**

- Reviews and grades submitted Seed Starter Grant Letters of Intent (LOIs).
- Reviews and grades subsequent manuscript submissions.

## **Resident Fellow Grant Subcommittee**

### **Charges:**

- Reviews and grades submitted Resident Fellow Grant Letters of Intent (LOIs).
- Reviews and grades subsequent manuscript submissions.

## **Research and Education Senior Advisory Board**

### **Charges:**

- Evaluates the research and education programs of the society and advises the executive committee on ways to improve those programs.

## **Special Projects Committee**

### **Charges:**

- Oversee performance of clinically based research utilizing data from members and/or our industry partners.
- Each President will assign a new topic or authorize completion of an on-going topic that will lead to a presentation and/or publication supported by the members of the CSRS.

## **Traveling Fellowship**

### **Charges:**

- Develops criteria for selection of traveling fellows.
- Oversees selection of 2 fellows from each of the CSRS respective sections (CSRS North America, CSRS European Section and CSRS Asia Pacific).
- Assists respective sections with implementation of fellowship.