

Pancreatobiliary Pathology Society (PBPS)
Membership Committee Standard Operating Procedure (SOP)

Committee Members

- (1) The Pancreatobiliary Pathology Society (PBPS) Membership Committee will have 6 members: chair and 5 committee members (including 1 webmaster); they will also serve on the Website Committee.
- (2) Term for chair is 2 years and committee members is 3 years; additional year(s) to the term may be approved by Executive Committee for operational reasons.
- (3) When the chair rotates off, ideally an existing or prior committee member will be selected by Executive Committee to be the next chair.
- (4) All committee members report to the Membership/Website Committee Chair who ultimately reports to the Executive Committee.

Responsibilities of the committee chair

- (1) Is a member of the Executive Committee and participates in conference calls/meetings and updates them on committee activities.
- (2) The Chair will execute the PBPS bylaws and SOP, and update the latter when needed in consultation with the PBPS Executive Committee. The Chair will inform new committee member of his/her roles and responsibilities.
- (3) The Chair will present an update/report on the membership committee activities at the PBPS Business meeting (including a list of all new members joining within the last year).
- (4) Recruit additional help from other PBPS members as and when required.
- (5) Maintain SOP and provide it to new committee members while orienting them to their responsibilities.
- (6) Maintain PBPS Business DropBox Account.
- (7) Monitor info@pbpath.org email account with committee member assistance.
- (8) Make recommendations to the Executive Committee for filling any vacancies on the committee.
- (9) Make recommendations to the Executive Committee on membership retention, membership sign up, and membership engagement strategies.

Responsibilities of the committee members

- (1) The Membership Committee member will assist the Chair in executing PBPS bylaws and SOP.
- (2) Approve new and renewing member applicants via PaidMembershipPro (PMP) when logged into the website; for any associate or emeritus new member sign up verify their credentials (check CV, etc). PMP should be reviewed on a weekly basis, any applicants will appear as “pending” in the approvals area of PMP.
Membership Categories are as follows:
 - **Regular Member**: Any individual who has completed a postdoctoral program in Pathology or another specialty of Medicine, and has earned certification as a specialist in Pathology or another specialty of Medicine, with demonstrated

interest and involvement in pancreatobiliary pathology. Dues: \$50/year, increasing to \$100/year beginning 1/1/2024.

- Associate Member: Any person holding a doctorate, or doctorate equivalent, degree, who is enrolled in a post-doctoral educational program in Pathology (PhD, post-doctoral fellowship, residency or fellowship) or another specialty of Medicine, and who has demonstrated interest in pancreatobiliary pathology. Dues: None; limited to five years only; increasing to \$10/year beginning 1/1/2024.
- Emeritus Member: Emeritus Member: Any retired individual holding a doctorate, or doctorate equivalent, degree, who is enrolled in a post-doctoral educational program in Pathology (PhD, post-doctoral fellowship, residency or fellowship) or another specialty of Medicine, and who has demonstrated interest in pancreatobiliary pathology. Dues: None
- Refer to the “PMPPro Membership Sign Up SOP- Technical” for additional details on this process

- (3) Assist PBPS Secretary-Treasurer with any member related requests.
- (4) Handle any PBPS membership related questions.
- (5) Email any expired members on a bimonthly basis encouraging membership renewal (with a maximum of 3 emails, the 3rd being the final email).
- (6) Email any associate members the end of June/July encouraging conversion to a regular paid membership if applicable.
- (7) Assume responsibilities of committee chair as needed.
- (8) Attend membership/website committee meetings.