

Pancreatobiliary Pathology Society (PBPS)

President

Standard Operating Procedure (SOP)

The PBPS President serves for two years then becomes Past President. The President is the Chair of the Executive Committee. Duties are as below.

- (1) Functions in accordance with PBPS bylaws and SOPs
- (2) Reviews PBPS SOPs at the beginning of the term
 - Becomes familiar with the function of all Executive Committee positions and standing committees
 - Brings forward suggestions to improve the function of PBPS to the Executive Committee for consideration
- (3) Ensures that the nomination for Vice President and Secretary-Treasurer, and selection of Committee Chairs/members have been finalized as needed before the USCAP meeting
- (4) Participates in all Executive Committee meetings; sends agenda items as necessary to Secretary-Treasurer before the meeting
 - Guides the Executive Committee to have diversity committee members and speaker
- (5) Provides oversight and is the primary interface between the Executive Committee and the Challenging Case Series Committee
- (6) Liaison to European Society of Pathology and ensures the MOU between ESP and PBPS are met/renewed and plans European Congress of Pathology
- (7) Serves as the Liaison for AIAP
 - Contacts the AIAP organizing committee member or another appropriate contact person regarding PBPS session at AIAP (best done well in advance at or immediately after the AIAP meeting for the following IAP meeting)
- (8) Writes "Message from the President" to memberships at least triannually (after USCAP, November on World Pancreatic Cancer day, before USCAP) ? frequency?
- (9) Presents an overview of the Society's activities at the annual PBPS Business meeting at USCAP