

BYLAWS: Composition and Charge of ISPD Committees

The composition and charge of each of these committees is as follows:

1. Communications Committee

This committee directs educational initiatives shared on the website (eg, e-learning cases and cases for discussion), newsletters, and social media posts. With administrative support, the committee generates content and is responsible for the organization of these communication platforms. This committee also directs future development of ISPD Guidelines of Care and consensus statements among members with strong global representation to address issues that member expertise can help to address. If consistent with the future strategic goals of the ISPD, an *International Journal of Pediatric Dermatology* in the future would be the responsibility of this Committee. The Committee is also responsible for public education.

One ISPD Board member will be appointed as Chair (or two as co-Chairs) of the Communications Committee, using an administrative team and technical assistance as required. The committee will include 8-10 leaders who meet twice yearly or more (including chairs/co-chairs). Participation in meetings of the overall committee or subcommittees will be tracked administratively. Terms will be staggered and for 2 years, with the opportunity for renewal subject to the approval of the Chair and Vice President based on his/her contributions to the ISPD and hours spent for this voluntary service. Members selected as editorial staff of the Communication Committee are encouraged to submit at least two e-learning cases or cases for discussion to promote online learning in Pediatric Dermatology across the globe. Members are also expected to participate actively in at least two subcommittees based on their expertise and interest. Subject to approval of the Executive Committee (officers) of the ISPD, the Chair can reshuffle the staff of various subcommittees if the need arises. Additional recruitment of the editorial staff will be based on expansion of subcommittees and their respective workloads but is also subject to approval of the ISPD officers.

Sub committees:

1. Online Education (with its own subgroups on e-learning; cases for discussion; newsletter)
2. Social media
3. ISPD Guidelines and other consensus publications
4. *International Journal of Pediatric Dermatology*

Each Subcommittee will have a lead: a Chief Editor/Editor with 2-4 Associate Editors and Other Members. Subcommittees will meet virtually at least biannually to review the functioning of the various subcommittees. Subcommittee leaders may choose as many subcommittee members as needed to meet the demands of the subcommittee goals.

2. Scientific Committee:

The Scientific Committee oversees in person and virtual educational meetings, including the Webinar series. The committee reviews the guidelines for these activities at least annually, and if changes are needed, obtains the approval of the ISPD Board of Directors before implementation.

Specific activities include:

1. Leads and oversees the organization and scientific programs of all ISPD congresses
2. Oversees the organization and contributes to the scientific programs of the WCPDs:
 - With the ISPD President, organizes the bid process and selection of the WCPDs' location (with the ISPD President) and presents the final choice for voting to the BOD
 - The Chair(s) of this Committee and ISPD President are on the organizational committee of the WCPD to optimize communication related to each WCPD ensuring that the chosen organizers of the WCPD adhere to the aims and goals of ISPD
 - The committee provides input into the scientific agenda of the WCPD
3. Organizes outreach regional meetings for pediatric dermatology healthcare workers in low- and middle-income countries in collaboration with local/regional organizations
4. Plans and runs virtual webinars/ online courses
5. Oversees research grant programs, if deemed a strategic goal in the future
6. Facilitates collaborative research with liaison organizations

At least 6 non-Board members will be appointed to the Scientific Committee with good geographic diversity. Members and Chair(s) of the Scientific committee will be appointed by the Board of Directors for 2-year terms with option for renewals based on role and commitment to the functions of the committee. Additional *ad hoc* members can be appointed to participate in the planning of specific short-term activities, such as regional meetings and webinar activities. The participation and output of the members will be tracked to ensure adequate contribution to the society.

3. Finance and Sponsorship Committee:

One ISPD Board Member will be appointed as Chair of the Finance and Sponsorship Committee, supported by 4 to 6 appointed ISPD members. The Sponsorship Committee will report to the Treasurer of the ISPD.

The main functions of this committee are to:

1. Review finances on a quarterly basis and report to the Board
2. Raise funds from, but not limited to, individuals, industry, societies, and foundations. Funding will be used to support the website and educational meetings (including virtual meetings), including the potential to provide scholarships for registration costs for meetings.
3. The Finance and Sponsorship Committee will ensure that the interests of the ISPD are protected and no conflicts of interest arise from these sponsorships.

4. Membership Committee:

The membership committee shall consist of a Chair and a minimum of 5 additional members appointed by the Board. Committee members are chosen from the regular and individual sponsor member pool. The committee should have global representation with members from all 6 continents, if possible. Members will serve for 2 years with re-appointment options.

1. The committee will be responsible for all matters related to membership.
2. The committee will be responsible for actively recruiting members, especially from regions where pediatric dermatology is underserved or non-existent.
3. The committee will approve member applications in accordance with the society statutes within 2 – 4 weeks of notification of new applicants.

Mentorship is a Subcommittee of the Membership Committee with its own chair and committee members. This committee will support junior members through mentorship activities. Mentorship activities and leadership of the subcommittee will be led by a Board of Directors member who will hold the leadership role for 2 years, with opportunity for renewal. Mentorship activities pair a more junior ISPD member with a more senior, experienced ISPD member as mentor.

5. Regional Committee:

1. The objective of this Committee is to serve as a link between the ISPD and Regional groups of individuals with an interest in pediatric dermatology.
2. This Committee will consist of 1 Chair or 2 co-Chairs and 12 to 15 representative members from Societies of different geographical regions of the world.
3. Representative members will gather information about the scientific activities of pediatric dermatology from the different Regional Societies.
4. The term for the Regional Committee will be 5 years with an opportunity for renewal.
5. This committee will provide information to participating Societies about the Scientific activities of the ISPD, including encouraging attendance at webinars and participation in International Congresses.

6. The Societies will send information about their own scientific meetings related to Pediatric Dermatology for posting on the ISDP website (announcements in advance; meeting reports after the meeting).

6. Honorary Committee:

The Honorary Committee shall consist of all past presidents of the Board and selected previous Board members, nominated by the current Board in recognition of extraordinary work done for the Society. Committee members will receive no remuneration and Honorary Committee members shall not be exempt from membership fees. The appointment to this committee is perpetual. The Chair of this Committee is the immediate Past-President of the ISPD.

The functions of the Honorary Committee are to:

1. Represent the Society at conferences and meetings in replacement of sitting board members or if required by the Board.
2. Advise the Board on its decisions and in the organization of meetings and conferences as requested.
3. Participate at least annually in a Board meeting at which activities are reviewed and Committee reports are presented.