

SOCIETY OF TOXICOLOGIC PATHOLOGY



STP Committee Charges

updated 1.13.23

Committee Terms—Terms for STP committee appointments are for two years with an optional two-year reappointment.

Annual Symposium Committee (ASC)

To complete long-range (3-5 years) planning for the scientific programming at future annual STP symposia, and ensure execution of these plans in the short term (0-3 years) by:

- Identifying potential topics for future (3-5 years) symposia, and submitting these for comment and coordination with activities of the other Education-based Committees (EBCs), and to the STP Executive Committee for approval
- Identifying three potential chairs for each upcoming symposium, and submitting these for comment and coordination with the activities of the other EBCs, and to the STP Executive Committee for approval
- Establishing a Scientific Program Planning Committee (SPPC) for each upcoming symposium, and ensuring that each SPPC successfully completes its symposium
- Obtaining feedback from members as a means to continually improve future symposia

Subcommittees: Poster, Continuing Education (CES)—Responsible for CE courses at the annual symposium

Awards Committee

The primary charge of the STP Awards Committee is to review nominations and provide recommendations to the STP Executive Committee for granting awards for the STP Lifetime Achievement Award, the Distinguished Early Career Award, the Outstanding Mentor Award, the Student Awards, and The Daniel Morton and Laura Dill Morton Scholarship.

Operations: The Awards Committee conducts business as needed *via* email and conference calls.

Career Development and Outreach Committee (CDOC)

The goal of the Career Development and Outreach Committee is to expand the public awareness of the Society's mission, goals, and activities and of the field of toxicologic pathology/clinical pathology both as a career choice and as an allied field. Another function of the committee is to develop and implement a strategic plan for quality educational opportunities in toxicologic pathology/clinical pathology through faculty career support, career development, and facilitating collaborative exchanges with academia, government and industry. These activities are crucial to assure that STP and its members are viewed by other scientists, other scientific organizations, and regulatory bodies as the primary resource for current and reliable information on issues concerning toxicologic pathology, especially in the areas of chemical toxicology and carcinogenesis.

Subcommittees: Career Development (CD), Student Interactions (SI)

Operations: The CDOC conducts business *via* monthly conference calls, email, and face-to-meetings during the annual meeting. Members of the Committee work on various strategic initiatives including through the committee as a whole and through active subcommittees.

Diversity, Inclusion, and Belonging Committee (DIBC)

The purpose of the Diversity, Inclusion, and Belonging committee is to increase opportunities for greater and/or sustained diversity and inclusion within the Society and to build awareness of the importance of DIB in the STP. Efforts to increase the diversity of the STP will target increasing the awareness of toxicology, veterinary pathology, and veterinary medicine as a career, particularly amongst demographic groups which are under-represented in our field. Inclusion activities are intended ensure that the STP has a culture in which all members feel that they can participate and have impact at all levels of the society for the betterment of toxicologic pathology. These efforts will promote the quality of STP output (manuscripts, presentations, commentaries, and responses to regulatory guidances) as well as to promote the sustainability of our Society.

Education Committee (EdC)

The Education Committee of the STP supports and promotes all general educational goals and objectives of the STP. The committee provides quality education in toxicologic pathology focusing on members and on offerings outside the annual meeting. The EdC disseminates relevant scientific expertise and information through presentations, publications, scientific symposia, and the website.

Subcommittees: Regional Meetings, Modular Courses, International Education

Fundraising Committee

The STP is able to operate by raising funds from sponsors. The charge of the Fundraising Committee is to solicit potential corporate members, donations to the various funds of the Society, and to recruit Corporate Sponsors. Other activities that the Fundraising Committee occasionally considers include policies about donations, recognition of donors at the Annual Symposium, and evaluation of new avenues to generate income.

Operations: The Committee holds teleconferences in the winter and spring.

Internet Committee

The “shop front window” of the Society is our website, www.toxpath.org. The Internet Committee is charged with serving as oversight committee to staff and service provider(s) to ensure that the website is professionally maintained. The Internet Committee works with the other Committees regarding the development of intellectual content for the website.

Subcommittees: ToXPath.org, ToXPath.net, Web-Based Education

Operations: The Internet Committee conducts business *via* email, monthly conference calls, and a face-to-face meeting during the annual meeting.

Membership Committee

STP membership is designed to be broad and inclusive, extending membership to non-traditionally trained toxicologic pathologists, toxicologists, and scientists from allied disciplines with an interest in toxicologic pathology.

The primary responsibilities of the Membership Committee are to:

- Develop outreach initiatives to recruit new members by contacting individuals and allied organizations around upcoming STP meetings and promote the value of STP membership
- Contact non-member attendees at STP meetings to encourage membership
- Work with the STP staff to maintain the online membership application process and the membership brochure
- Evaluate applications for Full and Associate Membership and report membership recommendations to the Executive Committee
- Retain current Society members through increased understanding of the reasons behind membership non-renewal
- Make recommendations to the Executive Committee concerning ways to increase the value of membership benefits and any changes to the current membership requirements or benefits

Subcommittees: Review, Retention, Annual Meeting Recruitment

Operations: The Membership Committee's work is conducted electronically, with review of membership applications *via* the online membership application system, and *via* teleconferences and email. The committee meets at the annual STP meeting each year.

Scope Newsletter Committee

The duty of the Newsletter Committee is to provide a vehicle for rapid and timely exchange of ideas among the Society's membership. The newsletter is published online quarterly.

Operations: The committee conducts business *via* email, conference calls, and a face-to-face meeting at the annual meeting.

Scientific and Regulatory Policy Committee (SRPC)

The Scientific and Regulatory Policy Committee charge is to provide the Society focus and perspective on scientific and regulatory issues that are pivotal to the practice of toxicologic pathology. As directed by the Executive Committee, the Committee identifies current and potential future issues that impact the practice of toxicologic pathology and warrant action by the Society. The goal of these activities is to better serve the interests of the membership by 1) influencing issues resolutions, 2) positioning the Society such that it is recognized as a resource for establishing guidelines and policy, and 3) collaborating with other societies and regulatory officials to harmonize best practices and maximize regulatory influence.

The SRPC established subcommittees to address specific topics and draft “Best Practices” white papers.

Operations: The SRPC conducts business *via* email, monthly conference calls, and a face-to-face meeting during the annual meeting.

Toxicologic Pathology Forum

The Toxicologic Pathology *Forum* provides a venue for presentation and discussion of “hot” topics to the STP member and the Toxicologic Pathology Journal readership. Opinion articles solicited by the Toxicologic Pathology Forum editorial working group are in general short commentaries, or letters to the editor expressing a personal point of view by the author discussing regulatory or controversial issues affecting the field of Toxicologic Pathology.

The Toxicologic Pathology *Forum* editorial board has a Standard Operating Procedure (SOP) manuscript that aids oncoming board members in understanding their roles and functions on the committee, and educates authors of opinion pieces on how to submit their manuscripts specifically to the Toxicologic Pathology Forum Section.