



# The Knee Society's Committee and Committee Charges

Approved by the Executive Board on 07.29.2019; updated 05.2022; updated  
**05.24.2023.**

## Table of Contents

Membership Committee.....	2
Program Committee.....	2
Lifetime Achievement Awards Committee.....	3
Nominating Committee.....	3
Finance Committee.....	3
Research Committee.....	4
Combined HS/KS Business Operations Committee.....	4
Combined HS/KS Committee of Diversity, Equity, and Inclusion (DEI).....	5
Combined HS/KS Digital Content Committee.....	5
BOS Representatives.....	5

## Membership Committee

**Charges:** The Membership Committee is responsible for establishing and implementing goals for selection and retention of members. Members support the founding vision of The Knee Society to be a premier academic closed-membership organization that leads in the discovery and dissemination of knowledge related to disorders of the knee. The Committee reviews membership applications and recommends candidates to the Board of Directors according to the established membership cycle, policies and procedures.

**Composition:** This committee shall consist of no less than four (4) Members. The Incoming Third Vice-President, immediately upon election, shall appoint a Member whose term of service shall begin immediately upon appointment. The Chair of the committee shall be the Membership Committee member in his/her fourth year on the committee and shall serve a one (1) year term as Chair and will remain on the committee for one (1) year term as a Past Chair.

**Reporting relationship:** The Membership reports directly to the Board of Directors.

**Term of office:** The term of appointment shall be five (5) years. The term begins and ends at the conclusion of the Members Meeting.

**Maximum terms:** One.

## Program Committee

**Charges:** The Program Committee is responsible for reviewing manuscripts submitted for The Knee Society's scientific awards and selecting winners according to the process outlined in the Society's Policies and Procedures. The Program Committee, together with President, designs the scientific content of the Society's Members (Closed) Meeting. In close coordination and partnership with The Hip Society, the Chair and the President also design the scientific content of the Society's Specialty Day (Open) Meeting. The Chair may seek input and assistance from the full committee and additional ad-hoc reviewers, as needed.

**Composition:** This committee shall consist of no less than four (4) Members. The Incoming Third Vice-President, immediately upon election, shall appoint a Member whose term of service shall begin at the following Specialty Day (Open) Meeting.

The committee shall have one (1) ex-officio advisory member, who is a scientist, appointed by the President for one (1) three-year term, with an option for reappointment for one (1) additional three-year term.

The Chair of the committee shall be the Membership Committee member in his/her fourth year on the committee and shall serve a one (1) year term as Chair, and will remain on the committee for one (1) year term as a Past Chair.

**Reporting relationship:** The Program Committee shall report directly to the Board.

**Term of office:** The term of appointment shall be five (5) years. The term begins and ends at the conclusion of the Specialty Day (Open) Meeting.

**Maximum terms:** One.

## Lifetime Achievement Awards Committee

**Charges:** The committee shall select award recipient(s) in recognition of their accomplishments and legacy of contributions to study arthritic diseases of the knee in accordance with the committee's policies and procedures.

**Composition:** The committee, convened biennially, shall consist of the Presidential Line (President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, and the Immediate Past President).

**Reporting relationship:** The Lifetime Achievement Awards Committee shall report directly to the Board.

**Term of office:** By virtue of the Board position.

**Maximum terms:** By virtue of the Board position.

## Nominating Committee

**Charges:** The Nominating Committee shall prepare a list of nominees for the following positions for a vote during the Business Meeting at the Members Meeting:

Third Vice-President (annually).

Treasurer (every three (3) years).

Secretary (every three (3) years).

Member-at-Large of the Board of Directors (as appropriate per rotation).

The Nominating Committee may recommend nominees for all open committee positions, at appropriate intervals, and as specified in the specific committee composition description.

The Nominating Committee shall present all recommendations for approval by the Board at the Members Meeting, and to the membership at the Business Meeting of the Members Meeting.

**Composition:** The Committee shall consist of three (3) Members. The Chair shall be the Immediate Past President of the Society. One Member shall be elected by a majority at the Members Meeting of the Society. One Member shall be appointed by the Executive Board at the Members Meeting of the Society.

**Reporting relationship:** The Nominating Committee reports directly to the Board of Directors.

**Term of office:** One (1) year beginning immediately upon election.

**Maximum terms:** Multiple are possible, although no member may serve consecutive terms.

## Finance Committee

Charges:

Develop fiscal policy and ensure the implementation by the Society of sound financial management practices.

Ensure the accuracy and validity of the financial and statistical information used by the Board or by external agencies to evaluate the fiscal affairs of the Society.

Review, guide and monitor the performance of invested funds including endowment, restricted and unrestricted funds.

Review all organizational expenditures over \$50,000.

Recommend the Annual Budget to the Board of Directors.

**Composition:** The Committee shall consist of the President, the Treasurer, and the Immediate Past President. The Treasurer shall be the chair.

**Reporting relationship:** The Finance Committee reports directly to the Board of Directors.

**Term of office:** The term of service on the committee shall be by virtue of committee member's Board position.

**Maximum terms:** By virtue of committee member's Board position.

## Research Committee

**Charges:** Develop, plan, promote and provide oversight of The Knee Society's research programs. Explore and identify funding options to support The Knee Society's research programs. Initiate and conduct surveys of the general membership regarding subjects of timely and relevant interest. Committee Chair represents The Knee Society on the Tri-Org Research Council (with The Hip Society and AAHKS).

**Composition:** The Research Committee shall consist of at least three (3) members: Chair, Chair-Elect, and Member(s). The Board of Directors appoints the first Chair.

Eligible members of The Knee Society interested in serving on this committee shall apply through an open application process, in August, and shall be selected based on merit by the Nominating Committee, or a special task force, as appointed and directed by the Board.

**Reporting relationship:** The Research Committee reports directly to the Board.

**Term of office:** Two (2) years in each position, staggered. The term begins and ends at the conclusion of the Specialty Day Meeting.

**Maximum terms:** One.

## Combined HS/KS Business Operations Committee

**Charges:** The Business Operations Committee is responsible for establishing, reviewing and maintaining employee policies and procedures; identifying and implementing best employment practices; providing oversight of the annual performance review process of staff; conducting annual performance review of the Executive Director; reviewing and recommending for Boards' approvals Executive Director and staff compensation and benefits packages; reviewing and monitoring issues of importance and strategic significance relating to the operations of the Societies; and advising the Boards on other matters relating to Societies' operations as assigned to it by the Boards.

**Composition:** This committee shall consist of the sitting Third Vice Presidents and the sitting Treasurers. Upon election, the incoming Third Vice Presidents will also immediately join the Committee. The Committee shall be co-chaired by the Treasurers.

**Reporting relationship:** The Committee reports directly to the Board of The Hip Society and The Knee Society.

**Term of office:** By virtue of the Board position.

**Maximum terms:** By virtue of the Board position.

## Combined HS/KS Committee of Diversity, Equity, and Inclusion (DEI)

**Charges:** The Combined DEI Committee is responsible for actively seeking intentional and meaningful ways to increase diversity among HS/KS membership by identifying potential members among under-represented communities in arthroplasty, mentoring them through a range of Societies-led programs, and preparing them for membership in the organizations. The Committee also will explore ways to raise the public profiles of the organizations by positioning them as entities who embrace and encourage diversity.

**Composition:** This Committee shall consist of two (2) Co-Chairs each of whom will be appointed by their respective Board. The Committee will also have up to eight (8) additional members: four (4) from each Society, including Past Chairs.

Eligible members of The Hip Society/The Knee Society interested in serving on this Committee shall apply through an open application process, in August, and shall be selected based on merit by the Nominating Committees, as appointed and directed by the Boards.

**Reporting relationship:** The Committee reports directly to the Boards of The Hip Society and The Knee Society.

**Term of office:** Co-Chairs will initially serve for three (3) years each. Of the initial composition, two (2) members will serve a (1) year term, two (2) members will a two (2) year term, and the remaining members will serve a three (3) year term. After that, the Co-Chairs and all committee members will serve two (2) year terms, staggered. Co-Chairs will remain on the committee as Past Chairs.

**Maximum terms:** Two (2); extension is subject to Board approval.

## Combined HS/KS Digital Content Committee

Information pending.

## BOS Representatives

**Charges:** Represent The Knee Society and its interests at BOS level. Attend up to two (2) in-person BOS meetings each year and participate in BOS Zoom calls. BOS representatives will be the primary first contacts for all BOS communications and will advise the Board on all issues of interest to the Society.

**Composition:** BOS will have three (3) representatives from each specialty society. The Knee Society shall Charges the Immediate Past President to be a Presidential Line representative on the BOS and a Member-at-Large to be a representative on the BOS. The Executive Director shall be its third representative.

**Reporting relationship:** BOS representatives will report to the Executive Board.

**Term of office:** The terms of a BOS representative shall be by virtue of representatives' Board positions, or as determined by the Executive Board.

**Maximum terms:** At the discretion of the Executive Board.

## The Knee Society Organizational Chart

