



National Birth Defects Prevention Network  
Surveillance · Research · Prevention

## **Program and Professional Development (PPD) Committee Charter**

### **Mission:**

To intellectually engage members and foster community, connection, and Network growth through conferences, programs, and other professional opportunities.

### **Responsibilities:**

- Create in person and online content to professionally engage members and foster membership
- Establish, support, and maintain diverse and inclusive Network membership and programs
- Support the Board in membership processes and procedures

### **Deliverables:**

- National Conference of the NBDPN membership and partners.
- Professional webinars and programs
- Members Only content and mentoring
- Membership management

### **• Organization:**

- PPD consists of 3 workgroups
  - Membership and Elections
  - Diversity and Inclusion
  - Programs and Professional Development
    - National Conference/Annual Meeting
    - Trainings/webinars
    - Mentoring
- Workgroups led by a chair or co-chairs
- Review of Charter:
  - This Charter shall be reviewed and assessed by Program and Professional Development Committee at least annually and any proposed changes shall be submitted to the Board of Directors for approval.
- Workplan:
  - The committee shall develop an annual workplan for the committee and submit to the Operations Committee Chair(s) (Board Vice-Chair) by the 15<sup>th</sup> of first month of the organization's fiscal year.
  - Workplans will be reviewed and approved by the Operations Committee (OC).
- Membership/Structure/Quorum:

- Committee chair(s) shall be appointed by the Board of Directors and will serve on the Operations Committee.
- Committee workgroups may be organized or assigned based on the annual workplan or as needs arise, and/or as agreed upon by the OC.
- Meetings:
  - The committee shall convene on a monthly basis. A quorum of any meeting shall consist of a simple majority of members.
  - Meetings will be conducted via web/and or phone, and recorded as needed.
  - Workgroup Chairs will meet with PPD Chair (s) bimonthly, and additionally as needed.
  - Workgroups meet monthly, or as needed as determined by Lead and PPD Chair(s).
- Agenda, Minutes, Reports
  - The committee chair shall be responsible for:
    - Establishing the agendas for meetings.
    - An agenda, together with relevant materials, shall be sent to committee members at least 3 days in advance of the meeting.
  - Minutes for all meetings shall be drafted by a designee, reviewed by the committee chair and co-chair (if applicable), and approved by committee members at the following meeting.
  - Agendas and meeting minutes shall be uploaded to the NBDPN Box online site and be available for review by the Operations Committee and the Board of Directors.



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**Program and Professional Development Committee**  
**Workplan, FY 2022**

<b>Chair/Co-Chair:</b>	Dianna Contreras/Sam Viner-Brown
<b>Workgroups/Lead(s):</b>	
Programs (to include National Conference (Annual Meeting); Training/Webinars; Mentoring)	Heather Lake-Burger
Mentoring and Professional Development	TBD
Membership	Maria Politis
Diversity and Inclusion	Monika Piccardi/Allison Forkner
<b>Key Members:</b>	Russ Kirby, Amy Nance, Brennan Martin, Nila Irwin, Peter Langlois, Dominique Heinke, Justin Huang, Marilyn Browne, Jenil Patel, Vinita Leedom, Maria Alva, Julie Johnston, Amanda Elmore

<b>Deliverable</b>	<b>Workgroup</b>	<b>Schedule</b>	<b>Interim Deadline</b>	<b>Launch Date</b>	<b>FY2022 Worklan</b>
D1) National Conference development	Programs/AM	Biennial	CDC draft agenda 1/2022	March 2023	Agenda Logistics subgroup CDC submissions/approvals Budget
D2) Develop Webinars and Professional Trainings	Programs	Ongoing	3-4 webinars per year		Topics/Outlines Presenters Presentations/Agendas Timelines/scheduling
D3) Develop and preserve members only content	Membership	Ongoing			
D4) Develop and Implement Student Rates	D&I/Membership/Board Finance Committee/Treasurer	Annual		TBD	
D5) Introduce Brave Space to all committees and workgroups	D&I	2022		2022	

D6) New Member Orientation	Membership	Ongoing		Introduced in 2021, continued/expanded in 2022	Expand and add website tutorial?
D7) Membership Management/assistance	Membership	Ongoing/annually			
<b>Concepts/Future Goals</b>					
C1) Mentorship workgroup	Mentoring and Professional Development				Facilitator – develop separate workgroup?
C2) Abstract / Poster / Student presentations	Mentoring and Professional Development				Part of Professional Development?