



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
- Work with the Board in membership processes and procedures

Deliverables:

- Professional webinars and programs
- Members Only content and mentoring
- Membership engagement

• Organization:

- PPD consists of 3 workgroups
 - Membership
 - Diversity and Inclusion
 - Mentoring and Professional Development
- 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 15th 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 2023

Chair/Co-Chair:	Sam Viner-Brown/Dianna Contreras
Workgroups/Lead(s):	
Mentoring and Professional Development	TBD
Membership	Maria Politis
Diversity and Inclusion	Monika Piccardi/Allison Forkner

Deliverable	Workgroup	Schedule	Interim Deadline	Launch Date	FY2023 Workplan
D1) Develop Webinars and Professional Trainings	Programs	Ongoing	1-2 webinars per year		<ul style="list-style-type: none"> • Topics/Outlines • Presenters • Presentations/Agendas • Timelines/scheduling
D2) Develop and preserve members only content	Membership	Ongoing			
D3) Develop and Implement Student Rates	Membership/Board Finance Committee/Treasurer	Annual		TBD	<ul style="list-style-type: none"> • Obtain approval of student membership rate • Update website
D4) Introduce Brave Space to all committees and workgroups	D&I	2023		2023	<ul style="list-style-type: none"> • Review information on Brave Space • Disseminate information to committees and workgroups
D5) New Member Orientation	Membership	Ongoing		Introduced in 2021, continued/expanded in 2022	<ul style="list-style-type: none"> • Update orientation • Post to website
D6) Membership Engagement	Membership	Ongoing/annually			<ul style="list-style-type: none"> • Follow up with new members
D7) Membership Recruitment	Membership	Ongoing		2023	<ul style="list-style-type: none"> • Finalize membership benefits summary/flyer. • Disseminate flyer via National Conference and on website
D8) Develop Mentorship Program	Mentoring and Professional Development	Ongoing		2023	<ul style="list-style-type: none"> • Work with National Conference planning group on development of mentoring session

					<ul style="list-style-type: none"> • Hold Mentoring Session • Plan future mentoring sessions based on interest, suggested topics, etc.
Concepts/Future Goals					
C1) Abstract / Poster / Student presentations	Mentoring and Professional Development				<ul style="list-style-type: none"> • Include under Professional Development