



**Congress of Neurological Surgeons
Officer and Standing AdHoc Committee
Protocol Book**

Submitted August 27, 2001

**Congress of Neurological Surgeons
Standing and Ad Hoc Committee Protocol**

Mission:

The Congress of Neurological Surgeons exists for the purpose of promoting the public welfare through the advancement of neurosurgery, by a commitment to excellence in education, and by dedication to research and scientific knowledge. The Congress of Neurological Surgeons maintains the vitality of our learned profession through the altruistic volunteer efforts of its members and the development of leadership in service to the public, to our colleagues in other disciplines, and to the special needs of our fellow neurosurgeons throughout the world and at every stage of their professional lives."

Purpose of this Protocol Book:

To define the structure, goals and timetable for each individual committee so that Chairpersons and Members may function most efficiently in achieving the mission of the Congress of Neurological Surgeons.

Submitted : G. Rodts, M.D 08/27/01

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President Congress of Neurological Surgeons

The President of the Congress of Neurological Surgeons serves as the Chief Executive Officer of a not-for-profit, member service corporation.

Duties Prior to Taking Office:

Many of the important selections and decisions of the President of the CNS are made as President-Elect. Prior to taking office the President-Elect should have chosen an Annual Meeting Chairman, Scientific Program Chairman and an Honored Guest for the Annual Meeting. It is important for the President-Elect to communicate with the Secretary of the CNS to fill any upcoming committee vacancies that are presidential appointments. The President-Elect will select Ex-Officio members of the Executive Committee usually in consultation with the current president and President-Elect nominee. Sites for the winter and summer Executive Committee meetings should be determined in consultation with the Annual and Scientific Program chairs during the President-Elect term.

Daily Duties:

The President of the CNS must maintain constant e-mail accessibility to promptly address numerous daily messages from membership, other Executive Committee members, the CNS central office, Washington Committee, etc.

Weekly Duties:

It is advisable that the CNS President communicate by telephone with the AANS President on a weekly basis. This maintains open communication and collegiality with our sister organization.

Quarterly Duties:

The President of the CNS serves as an Ex-Officio member of the AANS Board and should make every attempt to attend board meetings and participate on AANS Board of Directors' conference calls. The President of the CNS and President of the AANS serve as the Chair for alternating joint officer's meetings. For those meetings assigned to the CNS President, an agenda should be developed in conjunction with the AANS central office after discussing pertinent issues with the other CNS officers. The CNS President serves as the Chair for all CNS Executive Committee meetings. Arrangements for these meetings are made in conjunction with the Secretary, CNS Annual Meeting Chairman and CNS Executive Director. The CNS President provides a president's message for *Neurosurgery News* in each issue.

OFFICE OF THE SECRETARY

MISSION

The mission of the Office of the Secretary of the Congress of Neurological Surgeons is to provide secretarial support to the organization and to the CNS membership. The Secretary's Office is the central membership and organizational information hub of the CNS. The Secretary and Assistant to the Secretary provide the CNS with:

- Secretarial and recording services,
- Information collection, organization, and dissemination,
- Document preparation,
- Member service support.

TIMELINE

October (or End of Annual Meeting)

Minutes of Fall Executive Committee Meeting
 Minutes of Annual Business Meeting
 Notes (potential minutes), action items from Joint Officers' Meeting
 Notes, action items from Annual Summit Meeting (CNS, AANS, RRC, SSOC, ABNS)
 Notes, action items from CNS Strategic Planning Meeting
 Send acceptance letters to new members approved at Annual Meeting
 Follow-up correspondence from meeting
 Update information to be included in Joint Directory (with AANS)
 and forward to AANS Staff
 Begin preparation of new Resource Guide
 Review mail, e-mail, fax letters, and organization or member service requests.
 Provide responses or route to appropriate Committee (daily).
 Provide Secretary's Report (previous Annual Meeting) to editor of *Neurosurgery News*

November

Continue preparation/confirmation of information for new Resource Guide
 Complete work on Joint Directory
 Compile items to be included in next agenda book
 Correspondence/reports as dictated by Secretary
 Reminders to Executive Committee members who were charged with duties at prior meeting
 Review mail, e-mail, fax letters, and organization or member service requests.
 Provide responses or route to appropriate Committee (daily).

December

Continue/complete work on new Resource Guide
 Correspondence/reports as dictated by Secretary
 Establish Winter ECM agenda book deadline
 Call for Winter ECM agenda book items (3 weeks and 1 week prior to deadline)
 Call for contributions for Joint Officers' meeting agenda.
 Compile items to be included in next agenda book
 Preparation of agenda for Winter ECM
 Review mail, e-mail, fax letters, and organization or member service requests.
 Provide responses or route to appropriate Committee (daily).

January

Preparation and distribution of Winter ECM agenda books
 Any duties to facilitate WECM
 Minutes of WECM
 Notes, action items from Joint Officers' Meeting
 Notes, action items from CNS Strategic Planning Meeting
 Distribution of Resource Guide
 Send acceptance letters to new members approved at WECM
 Follow-up correspondence from meeting
 Review mail, e-mail, fax letters, and organization or member service requests.
 Provide responses or route to appropriate Committee (daily).

February

Follow-up correspondence from Winter meeting
 Reminders to Executive Committee members who were charged with duties at prior meeting
 Correspondence/reports as dictated by Secretary
 Compile items to be included in next agenda book
 Review mail, e-mail, fax letters, and organization or member service requests.
 Provide responses or route to appropriate Committee (daily).

March

Establish Spring ECM agenda book deadline
 Call for Spring ECM agenda book items (3 weeks prior to deadline)
 Call for contributions for Joint Officers' Meeting agenda
 Update information for CNS Exhibit for AANS meeting
 Correspondence/reports as dictated by Secretary
 Compile items to be included in next agenda book
 Review mail, e-mail, fax letters, and organization or member service requests
 Provide responses or route to appropriate Committee (daily).
 Create Secretary's contribution to *Neurosurgery News* ("Message from the Secretary")

April

Call for Spring ECM agenda book items (1 week prior to deadline)
 Preparation and distribution of Spring ECM agenda books
 Any duties to facilitate SpECM
 Minutes of SpECM
 Notes, action items from Joint Officers' Meeting
 Notes, action items from CNS Strategic Planning Meeting
 Send acceptance letters to new members approved at SpECM
 Follow-up correspondence from Spring meeting
 Correspondence/reports as dictated by Secretary
 Review mail, e-mail, fax letters, and organization or member service requests.
 Provide responses or route to appropriate Committee (daily).

May

Reminders to Executive Committee members who were charged with duties
 at prior meeting
 Correspondence/reports as dictated by Secretary
 Compile items to be included in next agenda book
 Review mail, e-mail, fax letters, and organization or member service requests.
 Provide responses or route to appropriate Committee (daily).

June

Establish Summer ECM agenda book deadline
 Call for Summer ECM agenda book items (3 weeks and 1 week prior to deadline)
 Call for contributions to Joint Officers' Meeting agenda
 Preparation and distribution of SECM agenda books
 Correspondence/reports as dictated by Secretary
 Compile items to be included in next agenda book
 Review mail, e-mail, fax letters, and organization or member service requests.
 Provide responses or route to appropriate Committee (daily).

July

Any duties to facilitate SECM
 Minutes of Summer ECM
 Notes, action items from Joint Officers' Meeting
 Notes, action items from CNS Strategic Planning Meeting
 Send acceptance letters to new members approved at SECM
 Follow-up correspondence from Summer meeting
 Compile lists of staffing requirements, hours, and housing needed for Annual Meeting
 Forward equipment requirements to Annual Meeting Office
 Begin compiling Annual Meeting Program Book information
 Correspondence/reports as dictated by Secretary
 Compile items to be included in next agenda book

Review mail, e-mail, fax letters, and organization or member service requests.
 Provide responses or route to appropriate Committee (daily).
 Create Secretary's contribution to *Neurosurgery News* ("Message from the Secretary")

August

Complete Annual Meeting Program Book information
 Confirm housing for staff at Annual Meeting
 Prepare tentative agenda for Annual Business Meeting
 Reminders to Executive Committee members who were charged with duties at prior meeting
 Establish Annual Meeting ECM agenda book deadline
 Call for Annual Meeting ECM agenda book items (3 weeks prior to deadline)
 Call for contributions for Joint Officers' Meeting agenda
 Correspondence/reports as dictated by Secretary
 Compile items to be included in next agenda book
 Review mail, e-mail, fax letters, and organization or member service requests
 Provide responses or route to appropriate Committee (daily).
 Finalize Secretary's Report (Annual State of CNS Report)

September (includes Annual Meeting)

Call for Annual Meeting ECM agenda book items (1 week prior to deadline)
 Preparation and distribution of Annual Meeting ECM agenda books
 Any duties to facilitate Annual Meeting ECM
 Minutes of Annual Meeting ECM
 Notes, action items from Joint Officers' Meeting
 Notes, action items from CNS Strategic Planning Meeting
 Present Secretary's Report to membership at CSNS General Session and at CNS Annual Business Meeting
 Organize and lead Annual Business Meeting
 Present plaque to outgoing CNS President at Annual Business Meeting
 Preparation of Fall ECM Agenda book (done at Annual Meeting)
 Correspondence/reports as dictated by Secretary
 Compile items to be included in next agenda book
 Review mail, e-mail, fax letters, and organization or member service requests.
 Provide responses or route to appropriate Committee (daily).

OFFICE OF THE TREASURER

Timetable

JANUARY -

Begin preparation of reports for the Winter Executive Committee Meeting. The WECM is usually held in Chicago in mid-January. The meeting time is usually announced the previous fall. There are several standard reports that the Treasurer gives at this meeting. You can look in the Agenda book from the previous WECM and simply duplicate all of the reports found in there.

WINTER EXECUTIVE COMMITTEE MEETING:

- 1} *Annual Meeting Report* - This report is produced from detailed information kept in the accounting software. It shows the Executive Committee the final figures of the Annual Meeting {this report will be tentative as all of the bills from the A/M may not be paid}.
- 2} *Crawford Investment Report* - This report gives the balances, interest earned, dividend, gains, losses etc. of our investments.
- 3} *Balance Sheet* - Most current Balance Sheet for all funds combined.
- 4} *Income Statement by Fund* - Most current Income Statements by fund and combined.
- 5} *SECM Budget Comparison* - Report of past and present budget for SECM.
- 6} *AANS Report* - This is a report describing all money paid to the AANS for Annual Meeting Expense, it compares past years and gives the % of increase or decrease.
- 7} *Revised Budgets* - Any Joint Committee or Section budgets that have been revised should be placed in the Agenda book for re-approval by the board.
- 8} *Miscellaneous* - Any miscellaneous items the Treasurer would like to discuss.

JOINT OFFICERS MEETING # 1: AANS will forward an Agenda book to the Treasurer prior to the meeting.

JANUARY -**DAILY OFFICE PROCEDURES:**

- 1} Post cash receipts {Cash will be very heavy in January}
- 2} Correct Addresses
- 3} Process Status Change Requests
- 4} Maintain Monthly Accounts Receivable
- 5} Run Monthly Cash Closing Statements
- 6} Forward Weekly Changes for the Neurosurgery Journal Mailing List
- 7} Forward Weekly Address & Status Changes to the AANS for directory update
- 8} Prepare December Bank Reconciliation
- 9} Run Monthly Member Refund Checks
- 10} General Member Correspondence
- 11} Process Credit Card Payments of Membership Dues
- 12} Add International, Senior, Inactive and Affiliate members to Neurosurgery Journal Mailing List if remitting payment for current year, but did not purchase the previous year

FEBRUARY -**DAILY OFFICE PROCEDURES:**

- 1} Post cash receipts {Cash will be very heavy in February}
- 2} Correct Addresses
- 3} Process Status Change Requests
- 4} Maintain Monthly Accounts Receivable
- 5} Run Monthly Cash Closing Statements
- 6} Forward Weekly Changes for the Neurosurgery Journal Mailing List
- 7} Forward Weekly Address & Status Changes to the AANS for directory update
- 8} Prepare January Bank Reconciliation
- 9} Run Monthly Member Refund Checks
- 10} General Member Correspondence
- 11} Process Credit Card Payments of Membership Dues

- 12} Add International, Senior, Inactive and Affiliate members to Neurosurgery Journal Mailing List if remitting payment for current year, but did not purchase the previous year

MARCH -

DAILY OFFICE PROCEDURES:

- 1} Post cash receipts {Cash will be heavy in March}
- 2} Correct Addresses
- 3} Process Status Change Requests
- 4} Maintain Monthly Accounts Receivable
- 5} Run Monthly Cash Closing Statements
- 6} Forward Weekly Changes for the Neurosurgery Journal Mailing List
- 7} Forward Weekly Address & Status Changes to the AANS for directory update
- 8} Prepare February Bank Reconciliation
- 9} Run Monthly Member Refund Checks
- 10} General Member Correspondence
- 11} Process Credit Card Payments of Membership Dues
- 12} Add International, Senior, Inactive and Affiliate members to Neurosurgery Journal Mailing List if remitting payment for current year, but did not purchase the previous year

APRIL -DAILY OFFICE PROCEDURES:

- 1} Post cash receipts {Cash will be moderate in April}
- 2} Correct Addresses
- 3} Process Status Change Requests
- 4} Maintain Monthly Accounts Receivable
- 5} Run Monthly Cash Closing Statements
- 6} Forward Weekly Changes for the Neurosurgery Journal Mailing List
- 7} Forward Weekly Address & Status Changes to the AANS for directory update
- 8} Prepare March Bank Reconciliation
- 9} Run Monthly Member Refund Checks
- 10} General Member Correspondence
- 11} Process Credit Card Payments of Membership Dues
- 12} Add International, Senior, Inactive and Affiliate members to Neurosurgery Journal Mailing List if remitting payment for current year, but did not purchase the previous year
- 3} Purge all "Senior & Inactive" Members Records to Delete Billing for Publications
- 14) Re-Bill All "Active, Associate, International & Affiliate" Members who have not paid
- 15} Send Lippincott, Williams & Wilkins an update for the "Senior & Inactive" Neurosurgery Journal Mailing List

AANS ANNUAL MEETING: Executive Committee meets at this meeting. Use report from WECM, plus any miscellaneous items to be discussed.

JOINT OFFICERS MEETING # 2: AANS will forward an Agenda book to the Treasurer prior to the meeting.

MAY -

AUDIT:

The CNS Accountant will meet with the Auditor to determine a date for the audit procedure.

BUDGET REQUEST:

Send budget requests to Joint Committees, Sections, Projects with a deadline of two weeks prior to agenda book deadline, so that budgets may be put together in booklet form and sent to the Presidents and Treasurers of AANS & CNS, and submitted to the agenda book for the Saturday executive committee meeting at the A/M.

DAILY OFFICE PROCEDURES:

- 1} Post cash receipts {Cash will be moderate in May}
- 2} Correct Addresses
- 3} Process Status Change Requests
- 4} Maintain Monthly Accounts Receivable
- 5} Run Monthly Cash Closing Statements
- 6} Forward Weekly Changes for the Neurosurgery Journal Mailing List
- 7} Forward Weekly Address & Status Changes to the AANS for directory update
- 8} Prepare April Bank Reconciliation
- 9} Run Monthly Member Refund Checks
- 10} General Member Correspondence
- 11} Process Credit Card Payments of Membership Dues
- 12} Add International, Senior, Inactive and Affiliate members to Neurosurgery Journal Mailing List if remitting payment for current year, but did not purchase the previous year
- 13} Request Lippincott, Williams & Wilkins forward to you up-to-date mailing lists for the categories of Active, International, and Senior/Inactive/Affiliate

JUNE -

Begin preparation of reports for the Summer Executive Committee Meeting. The SECM is usually held early-July, at the location announced the previous fall. There are several standard reports that the Treasurer gives at this meeting. You can look in the Agenda book from the previous SECM and simply duplicate all of the reports found in there.

SUMMER EXECUTIVE COMMITTEE MEETING:

- 1} *Annual Meeting Report* - This report is produced from detailed information kept in the accounting software. It shows the Executive Committee the final figures of the Annual Meeting {this report should be final as all of the bills from the A/M should have been paid}.
- 2} *Crawford Investment Report* - This report gives the balances, interest earned, dividend, gains, losses etc. of our investments.
- 3} *Balance Sheet* - Most current Balance Sheet for all funds combined.
- 4} *Income Statement by Fund* - Most current Income Statements by fund and combined.
- 5} *AANS Report* - This is a report describing all money paid to the AANS for Annual Meeting Expense, it compares past years and gives the % of increase or decrease.
- 6} *Financial Statements Jt. Comm/Sec* - All Joint Committees & Sections Financial Statements should be placed in the Agenda book for review by the board.
- 7} *Miscellaneous* - Any miscellaneous items the Treasurer would like to discuss.

AUDIT:

CNS Fiscal Year Ends, continue to gather information for the audit procedure.

DAILY OFFICE PROCEDURES:

- 1} Post cash receipts {Cash will be moderate in June}
- 2} Correct Addresses
- 3} Process Status Change Requests
- 4} Maintain Monthly Accounts Receivable
- 5} Run Monthly Cash Closing Statements
- 6} Forward Weekly Changes for the Neurosurgery Journal Mailing List
- 7} Forward Weekly Address & Status Changes to the AANS for directory update
- 8} Prepare May Bank Reconciliation

- 9) Run Monthly Member Refund Checks
- 10) General Member Correspondence
- 11) Process Credit Card Payments of Membership Dues
- 12) Add International, Senior, Inactive and Affiliate members to Neurosurgery Journal Mailing List if remitting payment for current year, but did not purchase the previous year
- 13) Compare the Mailings Lists supplied by LW&W to the CNS listings. Add members or delete members as necessary.

JULY -

Summer Executive Committee Meeting

JOINT OFFICERS MEETING # 3: AANS will forward an Agenda book to the Treasurer prior to the meeting.

DAILY OFFICE PROCEDURES:

- 1) Post cash receipts {Cash will be light in July}
- 2) Correct Addresses
- 3) Process Status Change Requests
- 4) Maintain Monthly Accounts Receivable
- 5) Run Monthly Cash Closing Statements
- 6) Forward Weekly Changes for the Neurosurgery Journal Mailing List
- 7) Forward Weekly Address & Status Changes to the AANS for directory update
- 8) Prepare June Bank Reconciliation
- 9) Run Monthly Member Refund Checks
- 10) General Member Correspondence
- 11) Process Credit Card Payments of Membership Dues
- 12) Add International, Senior, Inactive and Affiliate members to Neurosurgery Journal Mailing List if remitting payment for current year, but did not purchase the previous year
- 13) Compare the Mailings Lists supplied by LW&W to the CNS listings. Add members or delete members as necessary.

Annual Meeting revenue transfers may begin. Insurance policies up for annual renewal.

AUGUST -

If Annual Meeting is in September, Lippincott, Williams & Wilkins may request labels (International, Senior, Inactive, and Affiliate who have paid for and should receive the Clinical Neurosurgery Volume. Lippincott, Williams & Wilkins will use their current

Active Neurosurgery Journal mailing list in order to send the Clinical Neurosurgery Volume to Active and Associate members, as this publication is also included in payment of their annual dues.

Call Joint Committees, Sections, Projects who have not responded to budget request.

MAILING LABEL REQUESTS:

The Secretary's Office will forward to you purchased mailing label requests. For example, a pharmaceutical company requests labels to send information to Active CNS members prior to the Annual Meeting. These are printed from database reports and are shipped only after payment has been received by the CNS. They may be purchased in adhesive label form or on a disk in comma delimited format.

ANNUAL MEETING INSURANCE POLICY:

The CNS Annual Meeting Office will request you contact the insurance company to issue the Certificate of Liability Insurance.

ANNUAL MEETING REPORTS:

- 1} *Crawford Investment Report* - This report gives the balances, interest earned, dividend, gains, losses etc. of our investments.
- 2} *Balance Sheet* - Most current Balance Sheet for all funds combined.
- 3} *Income Statement by Fund* - Most current Income Statements by fund and combined.
- 4} *WECM Budget Comparison* - Report of past and present budget for WECM.
- 5} *SECM Budget Comparison* - Report of past and present budget for SECM.
- 6} *AANS Report* - This is a report describing all money paid to the AANS for Annual Meeting Expense, it compares past years and gives the % of increase or decrease.
- 7} *Budgets* - All Joint Committee & Section budgets should be submitted for approval by the Executive Committee.
- 8} *Audited Financial Statements* - Bound Audited Financial Statements
- 9} *Graphs & Charts* - See the A/M Agenda Book for samples.
- 10} *Auxiliary Revenues & Expenses* - Report of Auxiliary Revenues & Expenses.

11} *Miscellaneous* - Any Miscellaneous items the Treasurer would like to discuss.

DAILY OFFICE PROCEDURES:

- 1} Post cash receipts {Cash will be very light in August}
- 2} Correct Addresses
- 3} Process Status Change Requests
- 4} Maintain Monthly Accounts Receivable
- 5} Run Monthly Cash Closing Statements
- 6} Forward Weekly Changes for the Neurosurgery Journal Mailing List
- 7} Forward Weekly Address & Status Changes to the AANS for directory update
- 8} Prepare July Bank Reconciliation
- 9} Run Monthly Member Refund Checks
- 10} General Member Correspondence
- 11} Process Credit Card Payments of Membership Dues
- 12} Add International, Senior, Inactive and Affiliate members to Neurosurgery Journal Mailing List if remitting payment for current year, but did not purchase the previous year
- 13} Delete publications from **International and Affiliate** members accounts only . Also, delete International and Affiliate members if on Neurosurgery Mailing List, but have not remitted payment
- 14} Re-Bill All "Active, Associate, International, and Affiliate" Members who have not paid. International and Affiliate Members to be re-billed for annual dues only, no publications.

SLIDES:

Prepare slides for Annual Business Meeting slide show. Slides are generated from the graphs/reports entered into the Annual Meeting Agenda book by the Treasurer.

SEPTEMBER -

Prior to meeting, if requested send Clinical Neurosurgery Volume labels to publisher for mailing. They should inform you in advance of the required date.

If A/M is in October, follow preparation guidelines in August.

DAILY OFFICE PROCEDURES:

- 1} Post cash receipts {Cash will be moderate in September}
- 2} Correct Addresses
- 3} Process Status Change Requests
- 4} Maintain Monthly Accounts Receivable

- 5} Run Monthly Cash Closing Statements
- 6} Forward Weekly Changes for the Neurosurgery Journal Mailing List
- 7} Forward Weekly Address & Status Changes to the AANS for directory update
- 8} Prepare August Bank Reconciliation
- 9} Run Monthly Member Refund Checks
- 10} General Member Correspondence
- 11} Process Credit Card Payments of Membership Dues
- 12} Add International, Senior, Inactive and Affiliate members to Neurosurgery Journal Mailing List if remitting payment for current year, but did not purchase the previous year
- 13} Compile list for A/M of Unpaid Members, (2 years past due or >) forward listing to AANS so they will pull registration packets to give to you
- 14} Give AANS Names of outstanding Accounts Receivable (There may not be any) so they can pull registration packets for you
- 15} AANS should forward to you a listing of any membership discrepancies member vs. non- member} Check the status of these prior to leaving for meeting

OCTOBER -

Continue Working on Annual Meeting Information.

DAILY OFFICE PROCEDURES:

- 1} Post cash receipts {Cash will be light in October}
- 2} Correct Addresses
- 3} Process Status Change Requests
- 4} Maintain Monthly Accounts Receivable
- 5} Run Monthly Cash Closing Statements
- 6} Forward Weekly Changes for the Neurosurgery Journal Mailing List
- 7} Forward Weekly Address & Status Changes to the AANS for directory update
- 8} Prepare September Bank Reconciliation
- 9} General Member Correspondence
- 10} Process Credit Card Payments of Membership Dues
- 11} Compile list for A/M of Unpaid Members, (2 years past due or >) forward listing to AANS so they will pull registration packets to give to you.
- 12} Give AANS Names of outstanding Accounts Receivable so they can pull registration packets
- 13} AANS Should forward you a listing of any membership discrepancies {member vs. non- member} Check the status of these prior to leaving for meeting

NOVEMBER -

Prepare for billing of International Members, First of December.

Prepare for billing of Active and Associate Members, Middle of December.

Prepare for billing of Affiliate, Senior and Inactive Members, End of December.

DAILY OFFICE PROCEDURES:

- 1} Post cash receipts {Cash will be light in November}
- 2} Correct Addresses
- 3} Process Status Change Requests
- 4} Maintain Monthly Accounts Receivable
- 5} Run Monthly Cash Closing Statements
- 6} Forward Weekly Changes for the Neurosurgery Journal Mailing List
- 7} Forward Weekly Address & Status Changes to the AANS for directory update
- 8} Prepare October Bank Reconciliation
- 9} General Member Correspondence
- 10} Process Credit Card Payments of Membership Dues

JOINT OFFICERS MEETING # 4: AANS will forward an Agenda book to the Treasurer prior to the meeting.

DECEMBER -

Mail Bills to International Members - First Week of December

Mail Bills to Active and Associate Members - Middle of December

Mail Bills to Affiliate, Senior and Inactive Members - End of December

DAILY OFFICE PROCEDURES:

- 1} Post cash receipts {Cash will be very light in December}
- 2} Correct Addresses
- 3} Process Status Change Requests including those members who previously requested changes for the upcoming year so they are billed appropriately
- 4} Maintain Monthly Accounts Receivable
- 5} Run Monthly Cash Closing Statements

- 6} Forward Weekly Changes for the Neurosurgery Journal Mailing List
- 7} Forward Weekly Address & Status Changes to the AANS for directory update
- 8} Prepare November Bank Reconciliation
- 9} General Member Correspondence
- 10} Process Credit Card Payments of Membership Dues

Begin preparation for WECM

Certification Committee

Mission:

The mission of this committee is to provide mock oral examinations to prepare Members for the oral portion of the American Board of Neurological Surgery examination. It focuses primarily on applicants who have previously failed the oral examination. The Committee consists of a Chairperson and an unspecified number of Members appointed by the Chairperson. The Committee also serves as a liaison between uncertified neurosurgeons and the CNS.

Timeline

May, November: Twice a year, the Certification Committee receives a list from the ABNS of applicants that have failed the oral examination. It is the responsibility of the Chairperson to contact in writing these applicants within a month of the recent examination to invite them to attend a three-hour mock examination on the Sunday afternoon of each Congress of Neurological Surgeons and American Association of Neurological Surgeons meeting. Availability of this service (provided free by the CNS) is also posted on Neurosurgery On-line.

June-September: The Chairperson shall recruit volunteer examiners for the upcoming CNS mock examination. Two examiners should be recruited for each scheduled examinee. The Chairperson shall require each individual examiner to bring cases (with 35mm slides or computer presentation format) to present to the examinees. These cases shall be reviewed with the Chairperson in advance of the mock examination to try and best represent the actual ABNS oral examination format.

November-April: Similarly, the Chairperson shall recruit volunteer examiners for the upcoming AANS meeting and Sunday afternoon mock examination.

Public Relations Committee

Mission:

The mission of the Public Relations Committee is to maximize public awareness of the Annual CNS Meeting, current neurosurgical research findings, fellowship and educational opportunities, and to promote the recognition of the practice of neurosurgery.

Timeline:

October/End of CNS Meeting, New CNS Executive Committee Meeting:

- Review with CNS Director and Annual Meeting Chairperson the events of the previous week and identify successes and problems that occurred with the immediate-past meeting
- Present report at Thursday CNSEC meeting on Thursday (the close of the Annual Meeting).

November-January:

- Begin plans for next annual meeting by conferring with next Annual Meeting Chairman and CNS Director
- Confirm next director of the CNS Open House and begin recruitment of current Committee Members and new volunteers
- Identify radio, print, and television press in Meeting region and work in concert with commercial public relations firm to establish direct contacts
- Submit report and proposed budget at Winter CNSEC meeting in January

February-April:

- Finalize format/agenda for Open House and list of volunteers (including room space, audiovisual equipment needed, list of potential vendors who may participate)
- Present at CNSEC meeting (at AANS) the updated PR report and define strategy for upcoming meeting
- Present budget data for review by CNSEC

May-July:

- Review selected abstracts with Chairperson of Scientific Planning Committee (SPC), Annual Meeting Committee (AMC) Chairman, CNS President
- Select three to four abstracts to be released for public relations
- Telephone conference prior to Summer CNSEC meeting to review overall strategy with CNS Director, AMC Chairman, commercial PR firm
- Present detailed report at Summer CNSEC with update budget figures

August:

- Coordinate interviews between selected scientific reviewers and PR firm to prepare press release
- Review drafts of press releases provided by CNS staff and PR firm
- Confirm final format and confirm final roster of surgeon participants and vendors in writing
- Finalize media lists and other publicity outlets
- Finalize plans for Media room, equipment needed
- Recruit four to five volunteer neurosurgeons to be available by pager/cell phone to serve as spokesperson to press for questions and interview requests that arise during the Annual Meeting
- Initiate first wave of Open House announcement in local press
- Reconfirm key media contacts

September:

- Mailing of press kits (assembled by CNS staff, PR firm) to media
- Coordinate contact between key scientific presenters and CNS staff so that exact interview date/times/location are set
- Submit formal media replacement report for scientific news, Open House

Annual Meeting (Oct.-Nov.):

- PR Committee Chairperson and key Members visit newsroom on-site daily
- Support Open House director in managing program Sunday, Monday, Tuesday evenings
- Manage with CNS staff, PR firm press briefings
- Issue media placement report at end of meeting (through PR firm)
- Report on final meeting media coverage and Open House experience at CNSEC meeting on Thursday at close of week.

CNS Fellowships Committee

Mission:

The mission of the CNS Fellowships Committee is to review the various subspecialty fellowships offered and keep as a resource to the Membership the locations, length of commitment, and the clinical and research content of each fellowship. Furthermore, the Committee shall call for and review applications for the CNS-sponsored Fellowships and select annual winning applications in each category.

Timeline:

November-January:

- Check status of application process for each fellowship
- Prepare report for CNSEC Winter Meeting and present report
- Obtain list of potential reviewers of applications from fellowship directors

March:

- March 1 is deadline for fellowship applications
- Fellowship directors send completed applications to Committee Members who have volunteered to serve as reviewers

April:

- April 1 is deadline for final winner selection
- Prepare report for CNSEC meeting at AANS meeting (announce recipients)
- CNS Fellowship Committee Chairperson sends out letters to winners
- notification of award, payment through Treasurer's office, need to attend the CNS Annual Meeting and stay in resident (sponsored) room
- Fellowship directors send out letters to unsuccessful applicants

May:

- Update Fellowship advertisement in Neurosurgery
- Fellowship directors grade the performance of volunteer reviewers and send scores to Leadership Development Committee Chairperson

June:

-Prepare prior year's report for CNSEC Summer meeting

July:

- Payments made to fellowship residents by CNS Treasurer
- Send notice of winners to *Neurosurgery News*
- Present report at CNSEC meeting
- Check status of CNS Fellowship Directors (new Directors needed?)

August:

- Prepare annual CNS Fellowships budget: submit to Treasurer
- Create slides of Fellowship winners (Award names, photographs) to be shown at CNS Meeting

September:

- Prepare CNS Fellowships advertisements for *Neurosurgery News*
- Prepare quarterly report: send to CNS Secretary
- Confirm that CNS Secretary's office prints Fellowship Certificates

October:

- Present report at CNSEC meeting (at Annual Meeting)
- Confirm attendance of Fellowship winners at CNS Meeting and receipt of certificate
- Offer Fellowship winners sponsored resident hotel room at Meeting

World Directory Committee

Mission:

The mission of the World Directory Committee is to collect and publish the names, addresses, email addresses, telephone numbers, and fax numbers of all neurosurgeons world-wide. This resource can advance international neurosurgical education, referral, collegiality, and promote the role of the CNS in engaging our international colleagues.

Timeline

October:

-Present report and budgetary request to CNSEC at Annual Meeting

January:

-prepare and submit report to CNS Secretary for agenda book
-Report to CNSEC at Winter meeting

March:

-Submit report of Committee to CNS Secretary for agenda book

April:

-Present report to CNSEC at AANS meeting

September:

-submit report to CNS Secretary for agenda book

Ad Hoc Committee on ThinkFirst Foundation

Mission:

- Foster and enhance the relationship for the CNS and organized neurosurgery and the ThinkFirst Foundation.
- Provide manpower to committee structure
- Assist the Foundation in its Mission
- Assist in fundraising either through manpower, direct donating, or identification of services in kind

Timetable

October:

- Chairperson to attend ThinkFirst Board and Committee meetings at CNS Annual Meeting
- Deliver report to CNSEC on ThinkFirst

January:

- submit written report to CNS Secretary for agenda book
- Report to CNSEC at Winter Meeting

March:

- Submit written report to CNS Secretary for agenda book

April:

- Report to CNSEC at AANS Meeting
- Chairperson to attend ThinkFirst Board and Committee meetings

June:

-Submit written report to CNS Secretary for Summer agenda book

July:

-Report to CNSEC at Summer Meeting including plans for ThinkFirst at Annual Meeting and how it may relate to CNS Public Relations

-Coordinate plans for ThinkFirst with AMC Chairman, PR Committee Chairman, CNS Director

Scientific Planning Committee for Annual Meeting

Mission:

The mission of the Scientific Planning Committee (SPC) is to organize the scientific agenda of the Annual Meeting. The SPC prepares two years in advance the special topics that are relevant and timely around which to focus the Annual Meeting. A call for abstract submission is sent out, papers are reviewed, and papers are selected by a committee of peer neurosurgeons. The SPC works intimately with the Annual Meeting Committee (AMC) to coordinate meeting planning

Timetable:

Structure and Tasks: 3 Year Plan

Year 1, (approx 2.5 years before annual meeting)

- June:** Notification of Chairs position from the CNS President. Discuss preliminary goals with the President and Annual Meeting Chair (AMC)
- February- April:** First meeting site visit with AMC, President, local host and Ex. Director

Year 2

- January:**
- Review scientific programs of last 3 CNS meetings. Note past General Session Topics. Prepare first draft of Scientific Program (SP) with proposed general session and special course topics.
 - Propose membership on Scientific Program Committee (choose same position titles from past year). Confirm selections with President and AMC.
 - Choose first list of special invited speakers and Dandy Orator.
- July:**
- Mail out draft SP to SPC members for review. Ask members to suggest new topics and speakers names.
 - 2. Choose date and time for SPC meeting at CNS meeting (usually Tuesday at 7:30 am)
- September:**
- 1. Prepare SPC Report and send to CNS Secretary
 - CNS Secretary's office creates Fellowship Certificates

October: Present report at CNS Annual meeting.
Conduct SPC meeting - Program should be finalized at this meeting.

December: 1. PC directors contacted for faculty names for next meeting.
2. Letters of Invitation and disclosure forms mailed to all PC directors, Lunch speakers, General session speakers, special course speakers.

(Year 3)

During this year, the SPC will have almost daily email or discussion with the CNS Executive Director over different elements of the program.

January: Review evaluations from recent CNS meeting: check attendance, speaker evaluations, any other comments. Review with AMC and L. Behncke.
Prepare report for CNS winter meeting and present report
Prepare or revise abstract form. Set abstract deadline.
Second site visit at Winter meeting (held in meeting city).

February: Work with AMC on annual meeting budget.
Open Session and Poster Chairs determine names of abstract reviewers.

March: Abstract deadline date.
Abstracts sent to all reviewers

April: - Prepare report for CNSEC at AANS meeting.
- 1 day abstract review meeting held in Chicago.

- Check all CME objectives for the preliminary program book.
- Make sure special lecturers have sent photographs and biographies for the preliminary program book.

May: Preliminary Program Book Finalized and mailed at end of the month.
Letters to all accepted oral or poster presentations are mailed.

June: Recheck all speakers for acceptance and disclosure forms.

July- August: Make any small programmatic changes as necessary.

September: Final Program Arrangements

Strategic Planning Committee

Mission:

The mission of the Strategic Planning Committee shall meet prior to each Fall (Annual), Winter, Spring (AANS) and Summer CNSEC Meeting to make recommendations relative to the strategic planning of the Congress. The educational goals of the CNS, long-term vision of the CNS as an organization, and changing Membership needs for the future practice of neurosurgery and research will serve as the basis of the Committee's efforts. Translate Strategic Plan into specific projects and action items for CNS Executive Committee.

Timetable:

September-October:

- Meet with Committee Members on the evening prior to CNSEC Meeting at Annual Meeting
- Chairperson to submit written report to CNS Secretary for agenda book and present update at CNSEC Meeting

December:

- Contact Committee Members regarding assignments for Winter Meeting

January:

- Meet with Committee Members prior to Winter CNSEC Meeting
- Submit written report for agenda book and present report at meeting

March:

- Contact Committee Members regarding assignments for Spring Meeting

April:

- Meet with Committee Members prior to Spring CNSEC Meeting at AANS
- Submit written report for agenda book and give report at Meeting

May:

- Contact Committee Members regarding assignments for Summer Meeting

June-July:

- Meet with Committee Members prior to Summer CNSEC Meeting
- Submit written report to Secretary and deliver report at Meeting

August:

- Contact Committee Members regarding assignments for Fall (Annual) Meeting

Quarterly:

- Submit written report to *Neurosurgery News* Editor for publication and distribution to the Membership

Annual Meeting Committee

Mission:

The mission of the Annual Meeting Committee (AMC) is to manage local arrangements, exhibits/vendors, local hosts, registration, resident hospitality, Sergeant at Arms, and videotape library and netcasting for the CNS Annual Meeting. Close coordination with the Scientific Planning Committee and Chairperson is integral to the function of the AMC.

Timetable:

November:

- Practical Course titles submitted to AMC by SPC
- Practical Course specimen request forms mailed to P.C. Directors

December-January:

- Collect Practical Course budgets from P.C. Committee Chairpersons
- Practical Course learning objectives and faculty received from SPC (to AMC)
- Submit up-to-date plans for Annual Meeting to CNS Secretary for agenda book
- Present plans to CNSEC at Winter Meeting

February-March:

- All non-neurosurgeons to receive honoraria and reimbursement of expenses to be submitted by SPC to AMC and CNS Treasurer
- Specimen request forms collected from P.C. Directors
- Luncheon Seminar, General Scientific Session, Special Course, Section Sessions, Post-Meeting Symposium titles, learning objectives and faculty finalized by SPC sent to AMC office
- Confirm receipt of entire Scientific Program on computer disc and via e-mail at AMC office (CNS Office, Chicago)
- All learning objectives submitted by SPC to AMC are forwarded to CNS Office for CME-approval processing
- Official confirmation letters and disclosure cards sent to all invited speakers by AMC
- Number of microscopes and other heavy, durable equipment for each Practical Course confirmed by SPC and communicated to AMC

April:

- Learning objectives returned to AMC from CNS-CME liaison after approval/edit
- Scientific Program copy submitted to typesetter by AMC
- Abstract deadline usually set around middle of April of year of Annual Meeting
- Front cover material for Preliminary Program submitted to publisher from AMC
- Within one-two weeks, first draft of front cover sent back to AMC for review
- By late April, Scientific Program copy submitted to publisher by AMC

-Within one week of receipt of first draft of front cover, return back to publisher with approval and/or revision request

May:

- Confirm receipt of first page pass of Scientific Program received from publisher
- Within one week, confirm second page pass of front subject material from publisher for review
- Return first page pass of Scientific Program with changes back to publisher
- Front matter FINAL edits returned to publisher
- Abstract paper selection meeting in Chicago near airport
- Confirm receipt of Tourist Section of program from Tour Company
- Second page pass of Scientific Program with final edits returned to typesetter from AMC office
- By late May, return revised Tourist section to publisher
- Submit Housing Form copy to publisher
- Mail abstract acceptance letters to authors
- Confirm receipt of first page of Tour section from publisher
- Within few days, return pages of Tour section editions to publisher
- Confirm receipt of first page pass of Housing Form from publisher; review
- Within few days, return final edited version of Housing Form to publisher
- By end of May, mail abstract decline letters to authors
- Confirm receipt of second page pass of Tour section from publisher
- End of May: accepted abstract titles and authors submitted to AMC on diskette for integration in Section Session copy. AMC office to submit abstract titles and authors to publisher and CNS journal *Neurosurgery*

June:

- Final edits returned to publisher of Tour section of program book
- Page proofs of Section Session copy with titles and authors should be returned to AMC office for proofing from typesetter
- Edits to page proofs of Section Session copy with abstract titles and authors returned to publisher
- All final Preliminary Program pages returned to AMC office from publisher. AMC office to send to AMC Members for review, edits, approval
- Preliminary Program Pages returned to AMC office from Committee Members with edits and changes
- Preliminary Program final changes submitted to typesetter to reflect Committee and AMO changes
- by mid-June: Complete set of pages to CNS office from publisher
- by late June: Approved copy to printer
- submit update on AMC activity to CNS Secretary for CNSEC Summer agenda book

July:

- present update at Summer CNSEC
- All pieces to mail house for assembly
- Mail Advanced Registration materials to CNS Members

- Mail Advanced Registration materials to non-members
- by mid-July: abstract titles, complete abstracts and exhibits sent to publisher

August:

- Corrected Program Book copy to AMC from publisher. Publisher to begin compiling author index
- Late August: Program Book copy sent to AMC Members for changes
- Schedule of Events sent to publisher from AMC
- Program Book copy returned to AMC office (CNS office) from Committee Members with changes/edits

September:

- Program Book publisher with Committee changes
- by early September: Program Book sent to printing
- depending on date of Annual Meeting (late September, October): Program Books printed, packed, sent to site of Annual Meeting

Bylaws Committee

Mission:

The mission of the Bylaws Committee is to review the text of the Bylaws on a quarterly basis and report to the CNS Executive Committee (CNSEC) the need for change, deletion or amendment. Suggestions are received from the Membership as a whole and directly from the CNSEC.

Timetable:

October:

- Report to the CNSEC prior on Friday prior to the start of the Annual Meeting on the year's summary of Bylaws changes to be presented for vote at the Annual Business Meeting on Tuesday
- Prepare and handout written summaries of the old and new (proposed) Bylaws changes to the Membership attending the Annual Business Meeting
- Record any suggestions for new Bylaws changes discussed at the pre- or post-Meeting CNSEC meeting

November-December:

- Compose first drafts of any proposed Bylaws changes
- Submit drafts to CNS Legal Counsel for review
- Prepare finalized proposal and report and submit to CNS Secretary's office for agenda book

January:

- Deliver report to CNSEC summarizing Bylaws changes proposed, the intent of the change, and the detailed text change involved
- Record vote at CNSEC (confirm approval or denial or request for revision)

February-March:

- Deliver to *Neurosurgery News* Editor any final and CNSEC-approved Bylaws proposals for publication and distribution to the general Membership for review/comment
- Prepare new Bylaws change/proposals in written form, submit to CNS Legal Counsel for review
- Submit final draft to CNS Secretary's office for agenda book

April:

- Deliver report to CNSEC at annual AANS Meeting
- Record vote (approval, denial or request for revision) at CNSEC Meeting
- Record proposals for new Bylaws changes, deletions, additions

May-June:

- Submit CNSEC-approved Bylaws proposals to *Neurosurgery News* Editor for publication and distribution to the general Membership for review/comments
- Submit drafts of new proposals to CNS Legal Counsel for review/comments
- Submit written report/proposals to CNS Secretary for agenda book for CNSEC Summer Meeting

July:

- Report to CNSEC proposals for Bylaws changes, deletions, amendments
- Record vote (approval, denial, request for revision)
- Record proposals for new Bylaws changes, deletions, additions
- Submit to *Neurosurgery News* Editor final proposals for publication/distribution to general CNS Membership for review/comments

August-September:

- Submit new proposal drafts to CNS Legal Counsel for review
- Prepare and submit written report/revised proposals to CNS Secretary for agenda book for CNSEC at Annual Meeting
- Prepare written handouts for Annual Business Meeting attendees
- Prepare 35mm slides or computer presentation outlining existing Bylaws, proposed change, intent of change, detailed text of proposal

Nominating Committee

Mission:

The mission of the Nominating Committee is to present candidates for membership on the Executive Committee and for election to office of the Congress of Neurological Surgeons at each Annual Business Meeting in the Fall. The Committee shall report selected nominees to the Secretary no less than sixty days prior to the Annual Meeting.

Timeline:

October:

-Candidates for Member-at-Large to the CNS Executive Committee, Treasurer, Secretary, Vice-President, and President of the CNS are presented as appropriate at the Annual Business Meeting (at the Annual Meeting) for vote by the general Membership

November-June:

-The Chairperson of the Nominating Committee polls Members of the Committee for recommendations for the offices and Member-at-Large positions that need to be filled at the next Annual Business Meeting
-Written report submitted to the CNS Secretary for the CNSEC Summer agenda book

July:

-Slate of recommendations presented at the CNSEC Summer Meeting for CNSEC vote/approval

August-September:

-Final recommendations for new Officer and Member-at-Large candidates submitted in writing to the CNS Secretary for inclusion in the Fall agenda book and for vote at the Annual Business Meeting (at the Annual Meeting)

The Membership Committee

Mission:

The mission of the Membership Committee is to review all pre-applicants and applicant for membership. The Committee shall report to the CNSEC on a quarterly basis those names of applicants considered appropriate for membership. The list is then distributed to the CNS general Membership for approval/comment.

Timetable:

Monthly:

- Set up new applicant files, send letter acknowledging receipt of application, sent out letters requesting reference, file letters received.
- Coordinate mailing of membership applications as requested.
- Assemble list of new applicants and forward to *Neurosurgery News* Editor for publication.

Quarterly:

- Assemble list of completed applications
- Mail list of completed applications to Membership Committee Members for approval
- Send list to CNS Secretary for inclusion in agenda book for each Fall, Winter, Spring and Summer CNSEC Meeting
- Present slate of candidate Members to CNSEC

The Publications Committee

Mission:

The mission of the Publications Committee is to promote the educational goals of the CNS and provide educational information in written form for CNS Members. The Committee shall meet twice yearly concurrent with the CNS and AANS Meetings.

1. Two meetings are held annually, one at AANS and one at CNS. Traditionally these have been held on Sunday afternoon; this is the most convenient time for CNSEC members and the journal editor. **The chairman arranges the room and foodservice with the meeting office six months in advance.** It is crucial not to overlook this detail. All members are notified of date/time well in advance. All will give a report on their publication and its progress since the last meeting. A report from the CNSEC is helpful depending on which Pubs Committee member serves on the CNSEC.
2. Minutes of this meeting are kept by the vice-chairman and distributed to all members.
3. Reports from each member responsible for a publication are solicited by the chairman two months prior to the meeting. Some of these reports come in, others are usually delinquent.
4. The chairman prepares a written report for the CNSEC agenda book four times a year. The deadline is supplied by the CNS Secretary. Included with this report are all written documents pertaining to it and received by the chairman since the last report. I keep a file labeled "New CNS Pubs stuff" and leaf through it when I prepare the report. My reports cover as line items all CNS publications, even if there is no new business pertaining to them. In that way nothing is forgotten.
5. New business items requiring CNSEC action are transmitted by the chairman in his report.
6. During the course of the year the chairman should keep in close contact with LWW regarding deadlines for Clinical Neurosurgery and Concepts, production problems, and to assist the editors.
7. It is helpful (I think essential) that the CNS Publications Committee chairman be a previous editor of some publication (Clinical Neurosurgery). These individuals will have the best working knowledge of the editorial/publishing process.
8. It is essential that the appointment for editor of Clinical Neurosurgery be made based on merit rather than political reasons. The editor must come from the ranks of a previous Ed Board. To not do this is analogous to choosing as Scientific Program chairman someone who has never worked on the meeting before.

Finance Committee

Mission:

The mission of the Finance Committee is to advise the CNS Executive Committee regarding long-term financial planning and management of capital reserves.

Timetable:

September-October:

- Submit written report to CNS Secretary's office for inclusion in agenda book for CNSEC Meeting
- Meet with Committee Members around time of CNSEC
- Present report at CNSEC Meeting

December-January:

- submit written report for agenda book and present at Winter CNSEC Meeting

April:

- submit written report for agenda book and present at Spring CNSEC Meeting (at AANS)

June-July:

- submit written report for agenda book and present at Summer CNSEC Meeting

Clinical Neurosurgery Committee

Mission:

The mission of the Clinical Neurosurgery Committee is to collect manuscripts accepted for presentation at the upcoming Annual Meeting and publish in written form for distribution to the CNS Membership (for educational purposes).

Timetable:

September:

-Coordinate shipping of final published books to Annual Meeting site for distribution at Registration

October-December:

-Prepare report/budget for CNSEC, Winter Meeting and submit to CNS Secretary's office

January:

-Present report, budget figures at Winter CNSEC Meeting

February-May:

-Receive list of titles and authors/speakers from SPC of papers accepted for Annual Meeting suitable for publication in *Clinical Neurosurgery*
 -mail letters to authors requesting a written copy of each paper with references in selected format to be received no later than June of year of Annual Meeting (where paper will be presented)

June:

-review/edit papers and send to publisher
 -galley proofs mailed to authors with two week turnaround expected.

July:

-Edited galley proofs returned to Committee
 -Proofs forwarded to publisher for final edit, printing
 -Present update to Summer CNSEC meeting in writing (submit to CNS Secretary's office)

August:

-Confirm completing date of printing
 -Confirm address, date of shipping to Annual Meeting Site for distribution

Resident Committee
Clinical Fellowships Committee

Mission:

The mission of the Resident Committee is to initiate and coordinate resident activities of the Congress and to encourage growing resident membership and participation in the CNS.

Timetable:

Monthly:

-Membership activity is updated on daily basis, depending on the receipt of new applications, inquiries, etc. as new applications for membership come into the Membership office:

-Enter Resident names into the database in their specific Program

-Send out Welcome Letters acknowledging their membership and brief

description of membership benefits sent to the new member(s)

-Bank deposits mailed to CNS Account

-Current lists of new members are sent to Lippincott Williams & Wilkins for new subscriptions to *Neurosurgery* and other publications for which Resident Members are entitled.

January :

- Letter to each Program with attached list of their Residents in the database requesting verification of Residents, Program Directors/Department Chairman, etc., and request names of their new PGY1s.

-Prepare report for Winter Executive Meeting

February:

- Follow-up with Programs who have not responded. Contact ABNS to request list of residents (this report is usually not received until September)

March:

- Review applications for Clinical Fellowship and send copies to selected group of CNS members for review and scoring of applications.

April :

- Prepare report for Spring Executive Meeting (at AANS meeting)

-CNS Clinical Fellowship Chairman notifies winners of winners and non-winners

May:

-Follow-up and prepare additional recruitment letters for Resident membership.

June:

- Prepare report for Summer Executive Meeting

-Prepare listing of graduating Residents and forward to CNS Membership Chairman for recruitment to Active membership.

July:

- Prepare and mail Resident recruitment letter to all Non-Members with particular emphasis on the Annual Meeting benefits.

August:

- Upon receipt of Resident Housing forms for the Annual Meeting, verify membership and prepare list according to housing request (i.e., Double Occupancy w/Resident, Double Occupancy w/Spouse, Single Occupancy). Acknowledge receipt of their form (prefer via email). Monitor closely for room count and assignment of roommates as necessary.

-Mail list and copy of housing form to CNS Housing Office.

=Revise *Young Neurosurgeon's Directory* and arrange for printing.

September:

- Continued monitoring of housing for annual meeting.
- Prepare report for Fall/Annual Meeting
- Prepare necessary materials for Chairman for presentation of Clinical Fellowship awards
- Compare listing of Residents and Programs received from ABNS with database, add new PGY1s, and make appropriate changes as necessary.

October:

- Review new resident applications and inquiries obtained from Annual Meeting. Follow-up with Programs and Lippincott Williams & Wilkins for adding new residents to their list of subscriptions

November:

- Follow-up with Programs and Lippincott Williams & Wilkins for adding new residents to their list of subscriptions.

December:

- Preparation and verification and recruitment of residents to be sent to all Programs for reconciliation of Program listings with database. Review any changes to Program Director/Chairman, addresses, etc., with all Program offices.

Currently there are approximately 1200 Residents in the CNS Resident Database. Updating and monitoring of this database has been carried out at the office of the CNS Resident Membership Chairman. The majority of the responsibilities described above, particularly as they apply to the CNS Resident Membership database, are carried out throughout the year. Frequent inquiries from Residents, Programs, Lippincott Williams & Wilkins and other CNS offices regarding membership, subscriptions, etc., require verification and follow-up.

Future Meeting Sites Committee

Mission:

The mission of the Future Sites Committee is to provide long-range plans and arrangements for convention facilities and hotel arrangements for the Annual Meeting and CNSEC Meetings. Key concerns are for adequate space and attractive and innovative venues.

Timetable:

The goals of the Future Sites Committee are accomplished with planning that is approximately TEN years in advance. Information from previous Annual Meetings is reviewed on an annual basis. Total registration, written and oral comments and reviews, monetary success, convenience and practicality of a given venue are a sample of helpful information in determining whether to return to a previous site.

Prior to each CNSEC Meeting, discussion should be held with the CNS Director to review the status of future meeting arrangements (including whether a contract is finalized). Input should be solicited from general Members and from the CNSEC.

Leadership Development

Mission:

The mission of the Leadership Development Committee (LDC) is to act as a clearing-house for the identification, solicitation and monitoring of leadership development among Members of the Congress of Neurological Surgeons (CNS). The Committee is charged with reporting to the CNS Nominating Committee with objective documentation of talent and merit in consideration for leadership promotion within the CNS.

Timetable:

Monthly:

- Update database with name and addresses of individuals requesting to participate in CNS activities

June:

- Mail "Welcome" letter to graduating Neurosurgery residents and prepare written update for CNS newsletter
- present quarterly report to CNSEC Summer Meeting

July:

- Mail evaluation forms to CNS Committee Chairpersons

August:

- Collect evaluation forms and enter into computer database
- Set up date for bi-annual LDC meeting and mail notice

October:

- Submit written report to CNS Secretary's office for agenda book
- Present quarterly report to CNSEC Fall Meeting

November:

-update LDC database with new Committee Chairpersons and Members

December:

-Mail letter to Joint Section Chairpersons asking to nominate five individuals each for the CNS Annual Meeting abstract review process

-Contact Scientific Chair, Open Session Chair, Poster Chair and ask for nominations of individuals for the overall abstract review process

-Prepare quarterly report for CNSEC Winter Meeting; submit to CNS Secretary's office for agenda book

January:

-Contact nominated individuals (see above) and obtain reply in writing for CME credit

-Prepare written update for *Neurosurgery News*

-Present quarterly report to CNSEC Winter Meeting

February:

-Prepare and mail report for Nominating Committee Chairperson

-Mail complete list of abstract reviewers to national CNS Office

-Mail original signatures of abstract reviewers to CME Chairperson

March:

-Provide Annual Meeting Chairperson with list of names of young individuals that recently inquired about involvement in the CNS

-Provide International Committee Chairperson with list of names of young individuals that recently inquired about involvement in the CNS

-Prepare quarterly report and submit to CNS Secretary's Office for agenda book

April:

-Present quarterly report to CNSEC Spring Meeting (AANS)

May:

- Mail feedback questionnaire to individuals that asked to participate in CNS activities
- Prepare quarterly report for CNSEC Summer Meeting; submit to CNS Secretary's office for inclusion in agenda book

-

Professional Conduct Committee

Mission:

The mission of the Professional Conduct Committee is to respond to complaints suggesting professional misconduct by any CNS Members that would be in apparent violation of CNS Bylaws and the CNS Code of Ethics. All proceedings and actions should be reviewed with the CNS legal counsel.

Timetable:

The Professional Conduct Committee will meet as required when complaints are filed. A written explanation of the complaint and the persons involved will be distributed to Committee Members prior to any necessary meetings. Most dealings can be done via telephone, and physical meetings can coincide with the CNS or AANS meetings or as needed.

Historian and Archives Committee

Mission:

The mission of the Historian and Archives Committee is to maintain a permanent repository for minutes and transactions of the Congress, specially bound copies of all issues of *Clinical Neurosurgery* and the journal *Neurosurgery*, photographs, historical paraphernalia, memorabilia, and all other items of historical interest.

Timetable:

March or April:

-Check on photographs taken during the previous Annual Meeting. This usually involves a phone call or letter

May or June:

-File photographs and other memorabilia in the folder for that Annual Meeting

July:

-Check on location of the Historical Exhibit at the upcoming Annual Meeting. The Exhibit is best located in the CNS Members Services Area. This depends upon the amount of space available in the Exhibit Hall. Order an electrical outlet for the floodlights on the display panels. Request a map of the Exhibit Hall with the location of the exhibit.

August and September:

-Prepare the Exhibit for the CNS Annual Meeting

September or October:

-Exhibit material transported via plane with Historian to CNS Meeting site.

-Assemble Exhibit on Sunday afternoon and dismantle on Wednesday afternoon.

October or November:

-Dismantle/store the Exhibit materials in their dated folders/containers

November:

-Write the immediate Past President regarding the need for historical photographs taken during the meeting and other memorabilia the Past President feels should be included in the Archives.

Job Placement Committee (Ad Hoc)**Mission:**

The mission of the Job Placement Committee is to provide information to CNS Members regarding employment opportunities that have been submitted to the Committee for distribution. This can be available in printed format and an office is established at each Annual Meeting.

Timetable:**Monthly:**

-Review job postings on a monthly basis. Delete those already filled and add new postings to computer database

Quarterly:

-Review job postings and prepare written report for CNS Secretary's office and agenda book prior to each CNSEC Meeting (Fall, Winter, Spring, Summer)

Washington Committee

The duty of this Committee is to:

1. Monitor the activities of government affecting neurological surgery;
2. Notify neurosurgical leadership of these activities;
3. Make recommendations from time-to-time of postures or action to be taken by the parent executive bodies where it seems to be in the best interest of neurological surgery; and
4. Make comment or to take action as this Committee may be directed by the parent executive bodies where it seems to be in the best interests of neurological surgery.

The Committee usually meets four times per year in Washington, DC and regularly reports in person to the CNS Executive Committee, AANS Board of Directors, AANS/CNS Joint Officers, the Council of State Neurosurgical Societies and individual state neurosurgical societies and other organizations upon request. The Committee will meet 3 times in 2001 -- March 30th, July 20th and November 30th.

Fellowship Committee

The mission of the Fellowship Committee is to identify areas of interest and need for fellowship training and to establish and gain support for specific CNS-sponsored fellowships.

- June: Prepare prior years report for CNSEC summer meeting
- July: Send notice of winners to *Neurosurgery News*
Present report at CNS Summer Executive Committee Meeting
Check status of CNS Fellowship Directors (choose new directors?)
- August: Prepare annual CNS Fellowships budget- submit to Treasurer
Create slides of Fellowship winners (photos and award names) to be shown at CNS meeting.
- September: Prepare CNS Fellowships advertisements for *Neurosurgery News*
Prepare quarterly report: send to CNS Secretary
CNS Secretary's office creates Fellowship Certificates
- October: Present report at CNS Annual Meeting
Fellowship winners attend CNS meeting and receive their certificates
Fellowship winners stay at CNS resident hotel
- January: Check status of application process for each fellowship
Prepare report for CNS winter meeting and present report
Fellowship directors to provide names of those persons to review applications
- March: March 1st is deadline for fellowship applications
Fellowship directors send applications to committee members
- April: April 1st is deadline for final winner selection
Prepare report for CNSEC at AANS meeting(announce recipients)
CNS Fellowship Committee Chair send out letters to winners
-Notification of award, payment through Treasurer's office, need to attend the CNS annual meeting and stay at resident hotel
Fellowship directors send out letters to non-winning applicants
- May: Update Fellowship advertisement for *Neurosurgery*
Fellowship directors grade the application reviewers (send to LDC chair)

Committee on the Assessment of Quality (JCAQ)

The mission of the Committee on the Assessment of Quality is to provide neurosurgeons with the tools for monitoring and improving the quality of care. Also, the promote neurosurgery nationally and internationally as a leader in quality assessment and quality improvement work. This committee develops collaborative relationships with federal agencies and other general medical and medical specialty societies interested in quality assurance. This committee also serves as a resource for organized neurosurgery when any quality assessment-related issues are raised.

The CAQ seeks to accomplish this mission via the work of its subcommittees of Outcomes, Guidelines, Drugs and Devices and Practice Assessment.

As the CAQ is an oversight committee for its four subcommittees, there is no specific timeline.

Information and Technology Committee

Description

The CNS Information and Technology Committee is composed of a chair and members who shall review all computer and technology related activities of the Congress of Neurological Surgeons (including the Executive Committee and other standing committees) and shall make recommendations regarding new projects and utilization of technology to advance the educational mission of the Congress of Neurological Surgeons.

Interactions

Since the Information and Technology Committee is primarily concerned with utilizing new technologies to advance the educational mission of the Congress of Neurological Surgeons, it is important that this committee be represented on the Scientific Program Committee and in several other standing committees, such as the Publications Committee and the Education Committee. It is also important that the Information and Technology Committee maintain regular interactions with the central office for improving efficiency of administrative management and meeting management. Finally, the Information and Technology Committee is frequently called upon to contribute course material and instructors for the annual scientific meeting.

Timetable

Deadlines for the various activities of the Information and Technology Committee are project specific. The committee will meet biannually coincident with the annual meetings of both the Congress of Neurological Surgeons and the American Association of Neurological Surgeons and shall make reports to the Executive Committee and other standing committees as necessary. A specific directive of this committee will be to involve younger neurosurgeons with computer expertise to encourage their participation in the activities of the Congress of Neurological Surgeons. The Chairman of the Information and Technology Committee is responsible for preparing written reports of the activities of this committee to be included in the agenda books of the meetings of the Congress Executive Committee. These should be prepared and submitted as per the schedule of the coordinating secretary.

CNS International Committee Activity-Schedule

CNS International Committee Meeting

Sept - at CNS annual Meeting

Prior to meeting; agenda formulated, principals notified, meeting time and location circulated

CNS International Reception

Sept - at CNS annual Meeting

Prior to meeting; secure sponsorship, time and location confirmed, invitations circulated,

Sept-Oct At CNS Annual Mtg

CNS International Cmtte Budget

Sept (soon after meeting) Submit budget to CNS treasurer for approval

CNS International Luncheon Program

Sept - Solicit suggestions for topic and speakers

Oct-Dec- Confirm

Dec- Forward to SPC Chair for approval

Sept-Oct At CNS Annual Mtg

CNS International Fellowship

Nov-Dec- Receive Applications

April- Review Applications and select Awardees

Jan- Awardees begin fellowship tenure

FIENS

March - Attend FIENS Board Meeting

Professional Assistance Programs/ Educational Program (FIND, VINE, Book depository)

Vary by time and location throughout year, regular update and reports received from principals and action items decided

The Education Committee

Mission Statement: Bylaws, Article VII, Section IG

The CNS Education Committee shall be composed of a Chair and members who shall review all educational activities of the Congress (including the Annual Meeting, undergraduate neurosurgical education, resident education, postgraduate education, and education to non-neurosurgeons and the public) and shall make recommendations regarding the scope and content of educational activities of the Executive Committee. The Education Committee shall maintain liaison with the AANS for the purpose of joint educational policy and activities.

Timeline:

March :

Chris Wolfla attends ACCME Accreditation Course

April :

Present guidelines for the use of cadavers in practical courses in accordance with OSHA guides

Present guidelines for Practical Course Directors/Industry relations, in accordance with ACCME guidelines

Present final edit of CNS Medical Student Curriculum for Neurosurgery

Finalize list of "Section Editors" for Quarterly Review Periodical

Present Education Committee Annual Meeting evaluation for 2001 meeting

July :

Begin survey of CNS membership regarding educational wants/needs

Complete proofreading of all learning objectives for Annual Meeting courses and verifying appropriate amount of CME

September:

Present first edition of Image Library product for Executive Committee review

January:

Electronically "bind" and archive CME library files for CNS Annual Meeting

Present Education Committee Annual Meeting evaluation for January meeting.

CNS Exhibits & Marketing Committee

MISSION

The mission of the Exhibits and Marketing Committee of the Congress of Neurological Surgeons is to serve the CNS membership by assisting corporate entities in the marketing of their products and services at the CNS Annual Meeting in ways which promote the art and science of the CNS Annual Meeting and respect the educational mission and responsibilities of the CNS. The Committee will have two tasks: (1) Interface between corporations and the CNS membership with respect to marketing at CNS Annual Meetings, and (2) Development and promotion of sponsorship opportunities in support of CNS Resident and Fellow educational opportunities.

TIMELINE

January

- Define sponsorship opportunities at Annual Meeting.
- Determine sponsorship value, levels of support and what sponsor will receive for same.
- Note levels of support and sponsors for prior years (First opportunity to repeat?)
- Work closely with Annual Meeting Committee and CNS Executive Director to develop cohesive marketing strategy.

February

- Call key leads from prior year's leading sponsors, market new sponsorship opportunities.
- Finalize Exhibitor Prospectus.

March

- Create letter to all CNS Exhibitors from prior year encouraging participation and sponsorship. (May need additional copies of Exhibitor Prospectus to send in support of select personalized letters).

April

- Meet with marketing executives of Exhibitors at AANS Annual Meeting (this must be done with discretion without detracting from AANS meeting, coordinate with CNS Executive Director)

May

- Personal phone follow-up, secure commitments from Exhibitors
- Market un-committed sponsorship opportunities to major Exhibitors
- Work with CNS Office to review Exhibit space reservations and dollars committed.
- Personally contact largest contributors (>\$10K Exhibit space) if they have not already agreed to or declined sponsorship opportunities.

June

-Prepare progress report for Summer Executive Committee Meeting agenda book

July/August

-Confirm commitments, submit data for inclusion in Annual Meeting program book.

-Develop on-site promotion for sponsors.

-Prepare final report for Executive Committee meeting agenda book at Annual Meeting

September (at Annual Meeting)

-Visit and thank individual sponsors and contributors at sponsorship venues and on Exhibit floor.

-Discuss preliminary marketing/sponsorship plans for following year .

October (or End of Annual Meeting)

-Send thank you correspondence to CNS Annual Meeting Corporate Sponsors

Military Committee

MISSION: To promote and inspire communication and collaboration between organized neurosurgery and military neurosurgeons such that military neurosurgical care, training, and research efforts are optimized to benefit military patients and neurosurgeons, and to best advance the neurosciences.

TIMETABLE:

Quarterly

-Update Committee website to include minutes from past meeting and relay important information concerning ongoing projects as well as setting the agenda for the semi-annual meetings

Semi-annually

-Hold general meeting updating ongoing projects, planning new activities, and serving as a forum for exchanging current information regarding all facets of military neurosurgery
-Update the leadership of the CNS/AANS as to accomplishments and future plans of the committee

Neurosurgery News

Mission

The mission of *Neurosurgery News* is to serve as an information platform for the CNS membership. Specifically *The News* has the responsibility, as defined by our Bylaws, of informing the membership of the nomination and election of CNS Officers, of Bylaws changes, and of the nomination and election of potential CNS members. *The News* also serves to promote the Annual CNS meeting, to serve as a platform for the CSNS and Joint Sections, and as an information resource for the Resident members. *The News* is developed with the sole intention of informing and benefiting the members of the CNS.

Timeline

Text	Winter	AANS Issue	Spring	Summer	CNS Issue	Fall
Manuscript to JPE	12/05	02/08	04/05	06/07	07/20	09/06
Disk to PDC for Conversion	12/06	02/09	04/06	06/08	07/23	09/07
Converted disk to JPE	12/08	02/13	04/10	06/12	07/25	09/11
Manuscript to composition	12/15	02/21	04/17	06/19	08/01	09/18
Page proofs out to JPE	12/27	03/01	04/25	06/27	08/09	09/26
Page proofs in to Comp	01/03	03/07	05/01	07/03	08/15	10/02
Late materials to JPE	01/03	03/07	05/01	07/03	08/15	10/02
Rev page proofs out to JPE	01/08	03/12	05/04	07/09	08/20	10/05
Rev page proofs to Comp	01/10	03/14	05/08	07/11	07/13	10/09
Confirmation proofs out	01/12	03/16	05/10	07/13	08/24	10/11
Final approval to Composition	01/16	03/20	05/14	07/17	08/28	10/15
<u>Advertising</u>						
Ad list in	01/03	03/07	05/01	07/03	08/15	10/02
New ad material due	01/08	03/12	05/04	07/09	08/20	10/05
Ad dummy in	01/15	03/19	05/11	07/16	08/27	10/12
<u>Press</u>						
Files to image setter	01/18	03/22	05/16	07/19	08/30	10/17
Films output	01/22	03/26	05/18	07/23	09/04	10/19
Copy/Film in Litho	01/22	03/26	05/18	07/23	09/04	10/19
Blues out	01/24	03/28	05/22	07/25	09/06	10/23
Print Order in	01/29	04/02	05/25	07/30	09/11	10/26
Mail label in	01/29	04/02	05/25	07/30	09/11	10/26
Plate Date	01/30	04/03	05/29	07/31	09/12	10/29
Advance copies mail	02/01	04/05	05/31	08/02	09/14	10/31
Mailing complete	02/02	04/06	06/01	08/03	09/17	11/01