



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
- Content for members and mentoring
- Inclusive membership engagement

• Organization:

- PPD consists of 3 workgroups:
 - Diversity and Inclusion
 - Mentoring and Professional Development
 - Membership
- Workgroups led by a chair or co-chairs
- Review of Charter:
 - This Charter shall be reviewed and assessed by the 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 monthly. 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 2024**

Chair/Co-Chair:	Sam Viner-Brown/ Dianna Contreras
Workgroups/Lead(s):	
Mentoring and Professional Development	Mahsa Yazdy/Dianna Contreras
Membership	TBD
Diversity and Inclusion	Allison Forkner/Felicia Greer

Deliverable	Workgroup	Schedule	Interim Deadline	Launch Date	FY2024 Workplan
D1) Develop Webinars and Professional Trainings	Programs	Ongoing	1-2 webinars per year	2024	<ul style="list-style-type: none"> • Topics/Outlines • Presenters • Presentations/Agendas • Timelines/scheduling
D2) Develop and preserve web content for membership	Membership	Ongoing		2024	
D3) Work with PMG to identify membership groups and needs	Membership	Ongoing		2024	<ul style="list-style-type: none"> • Develop and conduct survey of members and non-members • PMG to administer membership database
D4) Determine if Brave Space is an appropriate tool for committees and workgroups	D&I	2024		2024	<ul style="list-style-type: none"> • Review information on Brave Space • Disseminate information to committees and workgroups
D5) New Member Orientation	Membership	Ongoing		Annual Meeting: June 2025	<ul style="list-style-type: none"> • Update orientation • Post to website
D6) Membership Engagement	Membership/Board	Ongoing		2024	<ul style="list-style-type: none"> • Follow up with new members (e.g., welcome letter from Board, etc.)
D7) Membership Recruitment	Membership	Ongoing		2024	<ul style="list-style-type: none"> • Update membership benefits summary/flyer.

					<ul style="list-style-type: none"> Disseminate flyer via website, conferences, and partners
D8) Continue Development of Mentorship Programs	Mentoring and Professional Development	Ongoing		2024	<ul style="list-style-type: none"> Develop mentoring opportunities including meetings, etc. for specific groups (e.g., abstractors, program managers, etc.) 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