

IAOMS Research Committee Charter

Purpose

The Research Committee is a standing committee of the Board and will assist the IAOMS Board of Directors in the planning and implementation of research programs and initiatives serving all member career levels to improve the quality and safety of healthcare worldwide.

Lead By: Research Committee Chair

Reports To: IAOMS Board of Directors

Supported By: IAOMS Staff Liaison

Bylaws Article VI, Section 2 Other Standing Committees of the Board

The Association shall have the following additional standing committees: Education, Research, and such other standing committees as the Executive Committee may establish to support the purposes of the Association. The Executive Committee shall determine the purpose and composition of each such committee, and any required qualifications for membership on the committee; provided that a majority of the members of standing committees and exercising the authority of the Executive Committee must be members of the Executive Committee.

Committee Composition, Selection, Terms

The Research Committee shall be comprised of a maximum of eight members in addition to a Committee Chair and a Vice Chair. Chair and Vice Chair should not come from the same region. The selection of committee members will bear in mind strength in diversity of the group considering global regions, genders, career stage, relevant expertise, IAOMS membership, application responses, and other criteria as the Board of Directors determines. Research Committee members must be current active IAOMS members in good standing and either certified to practice in oral and maxillofacial surgery or a practitioner in training. Committee Members will complete an application to serve on the Research Committee and will be appointed at the discretion of the Board of Directors.

The Research Committee Chair shall be appointed by the President and approved by the Board of Directors. The Chair shall serve a two-year term, renewable for up to three terms (6 years total).



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The Vice Chair shall be appointed by the President and approved by the Board of Directors. The Vice Chair shall serve a two-year term, renewable for up to three terms. (6 years total). The Vice Chair may succeed as Chair.

Committee Members shall be approved by the Board of Directors. Committee Members shall serve a two-year term, renewable for up to three terms (6 years total).

Ad hoc Members of the Research Committee may include the IAOMS Board President or another member of the board.

Terms begin January 1, remaining in effect for two years, and conclude December 31. Committee members must remain current, active IAOMS members in good standing for the duration of their term.

Objectives

The Research Committee will participate in the advisement, planning and execution of IAOMS research programs, initiatives, fellowships, and projects.

Participating in the advisement, planning and execution of research programs includes identifying projects, programs and initiatives pertinent to research, sponsor outreach, and promoting IAOMS initiatives to one's network.

Additionally, the committee will ensure IAOMS research programs address the needs of NextGen/early career, mid-career and mature career members.

Operations (meeting, workgroups/roles)

The Research Committee will meet as often as it deems necessary to perform the committee responsibilities, at minimum quarterly. Meetings shall be virtual. Call Summaries shall be kept for each meeting.

The Committee Chair may appoint Program Chairs to work directly with staff on the planning and execution of specific programs projects, and initiatives. Program Chairs will meet with IAOMS staff on an ad hoc basis to plan and execute programs. The Program Chair will report progress during regularly scheduled Research Committee meetings.

The Committee Chair will sit on the ICOMS Scientific Program Committee or shall appoint a designee from the Research Committee.

All attempts will be made for meeting notifications to be sent out to committee members by the committee staff liaison at least one week prior to the scheduled meeting time. The notifications will include the agenda and supporting materials necessary to inform members of the content and nature of the meeting.

Meeting call summaries to be distributed to the committee members by the committee staff liaison.

Responsibilities

- **Committee Chair**
 - Chair Research Committee meetings
 - Provide leadership and serve as the point person for the committee
 - Responsible for ensuring committee charges are accomplished
 - Provide Research Committee report to the Board of Directors, Executive Committee, and Council
 - Meet monthly with IAOMS staff regarding ongoing research operations
 - Sit on ICOMS Scientific Program Committee unless designee appointed
 - Communicate to the Executive Director and Board President regarding committee issues
 - Mentor committee members to ensure continuity of the group
- **Vice Chair**
 - Serve as a full and active committee member
 - Chair the committee meetings in the Committee Chair's absence
 - Invited to attend monthly Chair calls with IAOMS staff regarding ongoing operations
- **Committee Members**
 - Participate actively in Research Committee meetings
 - Collaborate with committee members and respects differing points of view
 - Consider the IAOMS member's perspective in decision making
 - Share respectful advancement of ideas but avoid personal agendas
 - Participate in implementing portions of the IAOMS strategic plan related to research
 - Solicit input from IAOMS members regarding the needs in the field of research in the profession
 - Consult on research initiatives, addressing the needs of members across the career spectrum
 - If appointed as a Program Chair, meet with staff and speakers as necessary to fulfill the planning and execution of the program in collaboration with the IAOMS team
 - Serve as program moderators upon request
 - Promote IAOMS research initiatives within your network



- Monitor and raise industry issues as needed that may be addressed through research
- Responsive to the Committee Chair, Vice Chair and IAOMS staff
- Maintain confidentiality of the committee's work until dissemination is appropriate
- Committee Staff
 - Provide support services and resources including meeting agenda, call summary, reports, pertinent information for decision making
 - Provide input from a staff perspective
 - Communicate information about committee activities to other IAOMS staff
 - In collaboration with committee members, stakeholders, staff and speakers, produces and executes research programs.

Authorization and Limits of Power

- The Research Committee is established in the Bylaws and has no power or authority to act or speak on behalf of the IAOMS Board of Directors.
- Committee members are not reimbursed for expenses.

Application Overview

Eligibility criteria includes:

- Current, active IAOMS member at the time of application and throughout committee term
- Practicing in the OMFS specialty or in training to practice in the OMFS specialty
- Experience planning and delivering research programs in a variety of formats; experience in online learning modalities is favored
- Commitment to full participation and responsiveness

Application requirements:

- Complete the online application form
- Submit your CV
- Applicants in-training submit a letter of recommendation from the program chair, other academic institutional program leader, or regional association leader
- Complete the Confidentiality Agreement & Non-Disclosure form



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Application process overview:

- A call for applications will be open fourth quarter or when committee member openings need to be filled
- Applicants will be informed of the status of their application within a reasonable period
- All selected applicants will be encouraged to attend ICOMS
- Committee Members are approved by the Board of Directors

Application form:

- First and last name
- IAOMS member ID number
- Email address
- Year of birth
- Gender (optional, but we do seek diversity on this measure)
- Complete address
- Phone
- CV
- Letter of recommendation, if in-training: Submit a letter of recommendation from an academic institution leader or regional association leader
- Confidentiality agreement
- Personal statement of interest and contribution
- Expertise in the area of research
- IAOMS involvement (how long you've been a member, programs attended, programs you've moderated or spoken at, previous volunteer positions within IAOMS)

Approved by IAOMS Board of Directors May 29, 2024