



Scientists of the
US Public Health Service



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE
(SCIPAC)**

**STANDARD OPERATION PROCEDURES OF THE
VISIBILITY SUBCOMMITTEE**

VERSION: 1.0

September 1, 2011

Document History Record for:

SciPAC Visibility Subcommittee Standard Operating Procedures

<i>Revision number</i>	<i>Chair/Co-Chair</i>	<i>Implementation Date</i>	<i>Description of Changes</i>
1.0	D. Robbins <i>DR</i>	09/01/2011	Initial

TABLE OF CONTENTS

I.	PURPOSE.....	1
II.	GOVERNING BODY AND OFFICERS.....	1
	a. Organization.....	1
	i. Structure.....	1
	ii. Size.....	1
	iii. Representation.....	1
	iv. Leadership Qualities.....	1
	b. Officers – Roles & Responsibilities.....	1
	i. Chairperson.....	1
	ii. Co-Chairperson(s).....	2
	iii. Newsletter Editor.....	2
	iv. Newsletter Editorial Board.....	2
	v. Subcommittee Members.....	2
III.	OPERATIONS AND PROCEDURES.....	3
	a. Subcommittee Meetings.....	3
	b. Activities.....	3
	i. Visibility Activities.....	3
	ii. Newsletter.....	4
	iii. Time commitment.....	4
IV.	SUBCOMMITTEE MEMBERSHIP.....	4
	a. Requirements.....	4
	b. Letter of Appreciation.....	4
V.	TRANSITIONING.....	4
	a. Incoming Chairperson and Co-Chairperson preparation.....	4

b. Incoming Chairperson and Co-chairperson expectation	5
VI. REFERENCES	5
VII. ATTACHMENTS	5

I. PURPOSE

The purpose of the Visibility subcommittee is to inform SciPAC and Scientist officers on scientific activities, accomplishments, and opportunities available throughout the PHS and to increase the visibility of the Scientist category.

The purpose of this standard operation procedure (SOP) is to provide information on the duties and responsibilities for members of the SciPAC Visibility Subcommittee and the operations and procedures currently employed by this subcommittee.

II. GOVERNING BODY AND OFFICERS

a. Organization

i. Structure

The Visibility subcommittee will be comprised of a chairperson, co-chairperson(s) and subcommittee members.

ii. Size

There will be one Chair and 1 to 2 Co-Chairs, with one representing the Washington, D.C. Metro area, and one representing the rest of the United States. Optimally, the subcommittee will have 15 to 20 members.

iii. Representation

Every effort will be made to have the broadest representation possible among all agencies that are routinely staffed by Commissioned Corps Officers of the Scientist category. The subcommittee shall ensure equitable distribution of members across gender and race, whenever possible.

iv. Leadership Qualities

The Visibility subcommittee, by its purpose, requires a Chair, Co-Chair, and members who are actively seeking ways to increase visibility of the Scientist category as a whole. Hence, all members are expected to demonstrate interest and active participation in activities such as the SciPAC newsletter, science fair judging, recruitment events, etc. Subcommittee members should be motivated individuals who are enthusiastic about sharing with others the work and skills of USPHS Scientists.

b. Officers – Roles & Responsibilities

i. Chairperson

The Chair is responsible for the SciPAC newsletter, ensuring subcommittee members are aware of visibility opportunities, and reporting on the visibility activities to the SciPAC during the monthly PAC calls and via the newsletter. The Chair is responsible for identifying the Co-Chair and Scientist Newsletter Editor(s) for the duration of his/her term of service. The Chair shall also work with the Newsletter Editor to identify the remaining members of the Newsletter Editorial Board.

ii. Co-Chairperson(s)

The Co-chair (s) will be tasked periodically with reporting on Visibility events during the monthly PAC call, providing guidance to subcommittee members on activities, contacting members to request activity involvement, and other tasks delegated by the Chair.

iii. Newsletter Editor

There will be 1 to 2 Newsletter editors for the SciPAC newsletter publication. The Newsletter Editor(s) will lead the Newsletter Editorial Board to organize and coordinate the structure, layout, timeline, and publication of the Scientist newsletters. The Editor is responsible for ensuring diversity of content for the newsletter, striving to include articles from all disciplines within the Scientist category. Newsletter content will be submitted electronically to the Editorial Board for review prior to publication and in a timely fashion.

iv. Newsletter Editorial Board

The Newsletter Editorial Board will consist of 1-2 Editors and a subgroup of Visibility subcommittee members. The Newsletter Editorial Board will be responsible for developing the Scientist newsletter. The Editorial Board shall participate in a minimum of biannual teleconferences to review and vote on newsletter core content, layout, and timeline. The Editorial Board will coordinate the responsibilities for the review and editing and organization of each newsletter. Publications of the newsletters are scheduled for the 15th of January, May, and September each year.

v. Subcommittee Members

Subcommittee members are expected to show active participation throughout their year of membership. While many visibility events may be advertised via the Listserv or from other Scientists, each member is responsible for finding their own ways to improve the visibility of Scientists. Subcommittee members are also expected to contribute material for publication in the Scientist Newsletter. Each

member is encouraged to contact the Chair and Co-Chair(s) for suggestions and guidance.

III. OPERATIONS AND PROCEDURES

a. Subcommittee Meetings

The Chair of the Visibility subcommittee will hold an initial meeting with all members at the start of the term via conference call. Additional meetings may be held at the discretion of the Chair throughout the year. Regular communication shall also occur via email and phone during the year.

b. Activities

i. Visibility Activities

The Visibility subcommittee shall inform the SciPAC and the Scientist category of activities, accomplishments, and opportunities available for scientists throughout the USPHS. The subcommittee will also recommend actions and activities that promote public recognition of the accomplishments and contributions of PHS Scientists. Members of this subcommittee are expected to be involved in various PAC activities initiated by other subcommittees or groups of Commissioned Corps officers with the focus of raising the visibility of the Scientist category. Activities of this subcommittee include but are not limited to:

- **Scientist Poster** – This poster shall highlight the work being done by Scientists officers and will be submitted for presentation at the annual USPHS Conference and Training Symposium. Efforts shall be made to include work done within most disciplines of the Scientist category and format is changeable.
- **Public Relations, Publishing, and Public Speaking** – Members of the subcommittee will strive to engage in activities that highlight the work of the Scientist and also the USPHS as a whole. Examples of activities include, but are not limited to, recruitment booths, speaking engagements, article submissions, and collaborative work with other subcommittees.
- **Special Events** – Subcommittee members shall participate at events such as graduation ceremonies of new Scientists officers, public events in the Washington, D.C. area that utilize USPHS officers, etcetera.
- **Science Fair Judging** – Subcommittee members shall make efforts to serve as judges for various Science fairs in their area. These typically include middle and high schools, but can also involve colleges.

- PHS Music Ensemble – Subcommittee members shall publish via newsletter the activities of the PHS music ensemble (but visibility can be achieved in other means as well).

ii. Newsletter

The Visibility subcommittee Chair shall announce and encourage Scientist officers to submit material for publication in the newsletter.

- Material for the newsletter shall be submitted to a Point of Contact identified by the Editorial Board.
- The Newsletter Editorial Board shall review and edit materials and request for necessary revisions.
- The Newsletter Editorial Board shall process the submitted materials for publication
- The Newsletter Editor shall approve the final version of the newsletter by the pre-established due date.

iii. Time commitment

Time commitment will vary depending on the activity. Members are expected to be involved in 1-2 events, at a minimum, during each year on the committee.

IV. SUBCOMMITTEE MEMBERSHIP

a. Requirements

It is strongly suggested that each Visibility subcommittee member participate in at least 1 to 2 activities that are visibility-related during each year of involvement.

Members can also expect to be asked to write articles for the newsletter, assist with other subcommittee's requests for assistance, and other similar activities.

b. Letter of Appreciation

All SciPAC Website Subcommittee members will be formally recognized for their contribution to the subcommittee with a letter from the SciPAC CPO at the end of each SciPAC year which may be placed in the officer's OPF.

V. TRANSITIONING

a. Incoming Chairperson and Co-Chairperson preparation

The current Chair of the Visibility subcommittee shall prepare a list of all members, their current contact information, and any other points of contact for the incoming

Chair. The Chair shall also present the list of accomplishments met by the subcommittee during his/her tenure; this is the same list given to the PAC Chair at the end of each term. At a minimum, the current Chair shall be available for a conference call to discuss lessons learned, best practices, etcetera, with the incoming Chair and Co-chair (s).

b. Incoming Chairperson and Co-chairperson expectation

Both the incoming Chair and Co-chair(s) should expect the aforementioned documents within one week of their appointment. Should they request a conference call to discuss subcommittee events over the previous year, the current Chair should respond within one week of the request and he/she will determine a mutually convenient time. It is expected that both the incoming and outgoing Chairs will communicate by email, at a minimum, to address any further issues.

VI. REFERENCES

None

VII. ATTACHMENTS

None