



Environmental Scanning Committee

Purpose: to promote awareness of trends and opportunities in the areas of Dermatology and Dermatology nursing

Committee Make up

1 chair

1 chair elect

1 or more members who will include community of dermatology professionals such as NP, MD, PA, nurse, medical assistants, industry, other (there is no limit to number of members)

Duties and responsibilities of committee members

1. Identify and recruit any stakeholders are members that are lacking representation for the committee
2. Identify means for collaboration with other like organizations or industry partners identify prominent education trends, political trends, philanthropical trends, and technological trends within the field of Dermatology.
3. Provide committee updates to the DNA members via newsletters or the Journal of Dermatology Nursing
4. Contribute to the development and implementation of the goals for the DNA, as appropriate and participate in projects initiated by the Dermatology Nurses' Association Board of Directors, or the DNA staff.
5. Network and collaborate as needed with committee members and chairs within the DNA.
6. Actively participate via meetings, telephone, and written communications.
7. Conduct ongoing promotion and public awareness of the Dermatology Nurses' Association, the Nurse Practitioner Society of the DNA, and Dermatology nursing as a whole.

Duties and responsibilities of chair

1. Facilitate discussions, organize, develop, and meet committee goals
2. Develop meeting agendas, call and conduct meetings
3. Provide input, advice, and direct the council members in regard to making decisions that are in the best interest of the DNA.
4. Coordinate the committees plan programs and activities
5. Recruit stakeholders\members that are needed to ensure adequate representation for the committee.
6. The chair will ensure that the incoming chair elect and committee members are properly mentor word and oriented
7. Ensure that the minutes are recorded for all committee members and distributed to council members, and that minutes are signed and forwarded to the DNA office for permanent record.
8. Facilitate excellent communication amongst committee members, always maintaining discretion and confidentiality as needed

9. Assign tasks to council members as appropriate.
10. We were any changes and committee members to the national office but using appropriate forms and procedures.

Time Commitment

1. Attend phone conferences approximately one quarterly for one hour
2. Facilitate and engage in conversation within basecamp approximately once or twice monthly, more as needed if projects are undertaken

Requirements and selection of chair and members

Chair

1. The chair is appointed by president of the DNA
2. The chair must be a member of the DNA in good-standing
3. There are no requirements specific to credentials for this role

Members

1. Committee members are selected by the president and the chair
2. Recommendation is that all levels of membership are represented on the committee and that there is at least one member from industry, one is a physician, and one is an international professional
3. Members of the committee are not required to be DNA members
4. DNC/DCNP status should be considered when selecting RN/NP members