

## **Procedure for appointment and re-appointment of Committee / Task Force Chairs and their Members**

*[The procedure applies across all groups of the Society, incl. Committees, Sub-committees (Task Forces) and Working Groups to ensure a consistent and unified approach]*

### **1. Context**

The activities and remit of Committees, including number of members is approved by the Trustees and detailed in the terms of reference for each Committee in the ISUOG Committee Handbook and bylaws. Committees are formed (and dissolved) by the Trustees to facilitate the delivery of the Strategic Plan and to provide input to the Society's activities. The Nominations Committee is responsible for reviewing the nominations and finalizing the appointments of both Committee Chairs and Committee members and their Chairs.

Committees are key vehicles for developing and progressing the objectives and are supported by nominated Committee Liaison from ISUOG Secretariat. Committees are encouraged to maintain geographic, gender and specialty balance where possible. Committee membership is open to all ISUOG members. Both Committee Chair and member roles are voluntary and are not remunerated.

#### Committee & Task Force Chairs

Governance Committee Chairs (Executive Committee, Finance and Risk Committee, Honours Committee, Nominations Committee, Bids Committee) are appointed by the Trustees from the Trustees or by virtue of their Trustee role.

Non-Governance Committee Chairs, including core Committees (Scientific, Education, Clinical Standards, Outreach and Safety) are appointed through the Nominations Committee. The role of the Committee / Task Force Chair is open to all candidates who have served on the Committee for at least one year prior to the application in the first instance. The Nominations Committee reserves the right to expand the process beyond the Committee membership if no candidates make themselves available, or if the Nominations Committee deem the Committee / Task Force membership not suitably qualified for the Chair position.

Unless otherwise stated in the Committee Handbook, the Committee / Task Force Chairs are appointed for a two-year term, renewable for an additional term. This also applies to Committees / Task Forces where the Co-Chair (Vice Chair) / Chair model is adopted. This will involve a competitive election process.

In the event of a Committee / Task Force Chair being unable to complete his/her term, the President, or President designate, will appoint a replacement until the usual selection procedure can be applied. The replacement will complete the remainder of the existing term; this individual can apply to be considered for a full Chair term, to continue in this role once the existing term is completed.

#### Committee & Task Force Members

Members of non-Governance Committees are appointed for an initial three-year term, renewable once, by the Nominations Committee on recommendation from the Chair, unless otherwise stated in the Committee Handbook specifically states otherwise for the particular Committee.

In the event of any Committee / Task Force member being unable to complete his/her term, the Chair will assess and consult the business needs with the Committee members and may appoint a replacement until the usual selection procedure can be applied, subject to approval of the Nominations Committee.

Committee / Task Force Chairs and members serve in line with their rotation and retire at the time of the Society's Annual Congress, resp. Annual General Meeting (AGM), unless they resign earlier or are unable to complete their term.

### **2. Process to recruit Committee / Task Force members**

Once available posts are identified and confirmed by the Board of Trustees, the Committee must review or define highly desirable criteria relating to the specialty or specific skill set required.

1. The Committee Liaison will work with the Chair or an appointed Committee representative to create the advertising pack, including role description (modified in line with agreed criteria above), application form, timelines and lines of communication. Once finalised, this is forwarded to the CEO Office who will review the advertisement pack with the Nominations Committee Chair.
2. Where particular skills or quality have been required or preferred, these will be stated in the advertisement and evidence will be sought through the application process.

3. All application documents, incl. application form and CV, must be submitted electronically via email by the closing date detailed in the advertisement. A minimum of 2 weeks is given.
4. Once the call for applications is closed, the Committee / Task Force Chair and the Committee Liaison review the applications and CVs against the highly desired criteria and other factors determined by the Committee as critical to its success.
5. Eligible candidates are presented in alphabetical order to the Committee / Task Force members with all documentation provided for feedback and input.
6. When a consensus is reached, the Committee / Task Force Chair will present the top five recommended candidates to the Nominations Committee. The Nominations Committee will review the candidates in consultation with the relevant Committee Chair, and make a final decision.

### **3. Process to recruit a Committee / Task Force Chair**

1. The role of the Committee / Task Force Chair is open to all candidates who have served on the Committee / Task Force for at least one year prior to the application in the first instance. The Nominations Committee reserves the right to expand the process beyond the Committee membership if no (suitable qualified) candidates present themselves.
2. The Nominations Committee will issue a call for applications to the Committee / Task Force asking any interested members to apply, submitting a candidacy statement electronically, identifying why they should be considered, including the skills that would be beneficial in the role and their qualities as Chair (what would make them a good Chair). Submission must be completed by the closing date detailed in the advertisement (usually within 2 weeks).
3. Once the closing date has passed, the Nominations Committee reviews the candidacy statements with the current Committee / Task Force Chair.
4. The Nominations Committee then puts the agreed candidates through to the vote in a secret ballot.
5. The candidate with the most votes is put forward to the Trustees for a final ratification. The Trustees can accept or reject the recommended appointment. In case of refusal, the Trustees can make an alternative proposal to the Nominations Committee. If no Chair can be selected, the Trustees assign the Chair.

### **4. Process for reappointment of Committee Chairs and Members after the first term**

To ensure open and transparent process, all reappointments for both Committee / Task Force members and Chairs will follow a competitive open election process.