



WUWHS COMMITTEES: TERMS OF REFERENCE

AD HOC COMMITTEE

1 ESTABLISHMENT

The Ad Hoc Committee was established by The World Union of Wound Healing Societies (WUWHS) Board in 2000 as an operational committee. The WUWHS operational committees are groups that provide advice and feedback to the President and Executive Board within the scope of the committee of which the scientific and ethics committee is one such group.

2 PURPOSE

The Ad Hoc Committee has been established by WUWHS as a pathway to give additional support to other operational committees to bring WUWHS projects, initiatives and activities to completion.

The purpose of this committee is to position a project and/or a working group under the care of a facilitator who are briefed to WUWHS process and procedures. The members of this committee serve as those project facilitators and work alongside the leaders of such projects/ activities to ensure completion within planned time frames.

3. FUNCTIONS OF THE AD HOC COMMITTEE

The functions of the committee are to:

- Provide input and advice to the WUWHS Board on process and set time frames for project and/ or activity completion in line with the long-term strategic objectives of WUWHS.
- Make recommendations in respect to feasibility of projects and the practicalities associated with the process to ensure timely project completion on which the Executive Board requests advice.
- The Ad Hoc Committee will work with the operational committee that had led to the formation of the particular Ad Hoc committee to ensure content, process and outcomes are aligned.
The Ad Hoc Committee facilitates the process of development of new knowledge initiatives and content endorsed by WUWHS.

4. AUTHORITY AND ACCOUNTABILITY

- The Ad Hoc Committee is accountable to the WUWHS President and Executive Board.
- The Ad Hoc Committee can make process and time frame recommendations for projects and initiatives to the Board and executive committee.
- The committee do not have delegated authority from the WUWHS Board to act on behalf of WUWHS in any capacity, unless written permission is provided by the President.

- The President and secretariat maintain responsibility for financial decisions, business operations and day-to-day logistic management and administration of the group.

5. AD HOC WORKING GROUPS

This committee will serve to facilitate additional working groups of an ad hoc nature as it deems appropriate. Working Groups will function in the Ad Hoc committee and are required to operate consistently with the Terms of Reference for the WUWHS committees.

Working groups are required to state their period of operation not exceeding 24 months. In order to maintain approval status, a yearly update report on project/ initiative progress is to be submitted to the Ad Hoc facilitator who will report back to the International Chair and respective operational committee chairpersons to maintain approval status in January of each year. This approval is to be ratified by the President, Board and executive committee for their role and functions.

6. MEMBERSHIP AND TERMS OF OFFICE

- The Ad Hoc Committee will comprise of a minimum of 3, but not exceeding 5 members. Members will be selected through an expression of interest process or could be appointed by the President and executive committee. Approval is to be ratified by the President and Executive committee.
- All full members of societies associated with WUWHS are eligible to be appointed into the groups.
- No commercial entity may serve as a member on any Ad Hoc team tasked with project process and completion. .
- The President and Incoming President may be ex officio members of the groups. Committee members in capacity as project facilitators shall be appointed for a term of 4 years and serve the same term as the current president. They may be re-elected or appointed for a next 4-year term should the incoming president wishes to do so and the member is willing to serve.

7. CHAIRPERSON

- The Chairperson is to be appointed by a consensus majority vote of the Ad Hoc Committee members.
- The President and Board also has the discretion to appoint any person as the chairperson of the portfolio.
- The Chair will be appointed for a term of 4 years for the duration of the current presidency term.
- This person may serve a second term on the committee, but not as chairperson again.

Responsibilities of the Chairperson

- The Chair is responsible for chairing the committee meetings, communication with committee members and will appoint liaison feedback between this committee and the other WUWHS committees in process of conducting projects to ensure project or activity time frames are aligned with appropriate process followed to reach project completion in a timely manner of such activities and projects approved by the Scientific Committee. The Chairperson communicates directly with the President and executive committee of WUWHS.
- The Chairperson will be responsible for the management of regular committee meetings.
- A deputy chairperson may be appointed by the committee to act as the Chairperson in the absence of the chairperson.

8. MEETINGS

- The committee will meet at least 4 times per year.
- Committee meetings should have a face-to face meeting at least once in a year, supported by by telephone, videoconference, or other electronic means for the other meetings.

- Committee members are required to be fully prepared for each meeting, having read the documentation in advance, and to make every reasonable effort to attend each meeting.
- Decisions of the committee will be made by consensus or a majority of members. Where consensus cannot be reached the President serves as final adjudicator.

9. QUORUM

- A quorum for the committee is defined as 50% of the membership, plus one (2 members minimum).
- Where attention is drawn to a loss of quorum, the meeting may be adjourned until such time as the Chair may determine.

10. COMPLIANCE WITH WUWHS POLICIES

Committee members must comply with WUWHS policies and governance charter including the WUWHS code of conduct.

11. CONFLICT OF INTEREST

- Committee members are required to prepare a declaration of potential conflicts of interest similar as required for academic purposes. The WUWHS President and executive board can make decisions where potential conflict of interest occurs and decide on inclusion into the Ad Hoc Committee.
- Appointment to a different committee where the conflict of interest is not impacting on committee functioning or decisions, may be advised and initiated in such instances.

12. OBSERVERS AND VISITORS

The Ad Hoc Committee shall determine who may attend meetings of the Committee. WUWHS liaisons or other WUWHS committee chairpersons may be invited to attend meetings when requested by the Chairperson and the President. This is through invitation only.

13. AGENDAS AND MINUTES

Meeting notification should be done 30 days ahead of a meeting and include the previous meeting minutes. Agendas and associated documentation should be distributed five working days prior to the meeting, via email. Members will be notified by email of the location and availability of material should it not be in an attachment to that email.

Minutes are to be prepared for each committee meeting. Minutes will be recorded by the secretariat support service. The draft minutes and action sheet of each meeting are to be reviewed by the Chairperson and circulated to all committee members by the secretariat within 5 working days after the meeting. Minutes are to be made available to committee members through the WUWHS members section of the website within 5 working days after approval by the Chairperson.

14. REPORTING AND COMMUNICATION

The Ad Hoc Committee reports to the President through the Chairperson.

Annual Plan

- The committee shall prepare an annual plan outlining the respective projects and timeframes of activities under the care of this committee, at the end of January each year. Extensions needed for working groups are also planned in this same manner. The annual plan will be submitted to the President who will table it at the Executive Board meeting following in March, for approval.

Reporting

- The committee will provide the President with reports against the annual plan on a regular basis, and at a minimum once every 3 months.
- The committee shall provide the WUWHS President and Board with such information and reports as may be requested from time to time.
- The committee can submit recommendations to the President and Board on future activities or new initiatives that may serve WUWHS well.

15. EVALUATION AND REVIEW

To ensure that this committee is fulfilling its duties, it will:

- Undertake an annual assessment of its performance against the set Terms of References for each. This information is presented once a year to President and the Board; and
- Provide any information the President and Board may request to facilitate its review of the performance and its member status.

The committee shall review its Terms of Reference every four years and provide a completion report, including any recommendations, to the President and the Board six months before the end of tenure, to prepare handing over documentation to the new president.

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Administrator	President / Delegated Authority
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