



WUWHS COMMITTEES: TERMS OF REFERENCE

LIASION COMMITTEE

1 ESTABLISHMENT

The Liaison 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 liaison committee is one such group. The persons appointed in this capacity are well versed in the workings of WUWHS, had previously served on the WUWHS Executive Board and have status as long serving WUWHS members through their respective societies.

2 PURPOSE

The Liaison Committee has been established by WUWHS to ensure internal and external WUWHS consistency in communication. As internal liaison, they take the role as connector for inter-committee communication between all the committees of WUWHS. This is achieved through connecting committees with similar projects and initiatives while providing congruency and oversight in this connection. The external role is important within the context of newly generated knowledge and its correct dissemination through international journals by identifying and facilitating additional journal partnerships with WUWHS. This enables knowledge dissemination to be available to all the parts of the world in a consistent manner.

3 FUNCTIONS OF THE LIASION COMMITTEE

The functions of the committee are to:

- Provide input and advice to the WUWHS Board on overlapping operational committee initiatives in order to ensure seamless achievement of long-term strategic objectives of WUWHS.
- Make recommendations in respect to alignment of committee activities and prevention of double work in committee context on which the Executive Board requests advice.
- The Liaison Committee with the WUWHS Board and executive committee will work on strategies to improve the seamless operation of operational committees of WUWHS.
- This Liaison Committee may choose to divide responsibilities between the two persons and may be requested to attend Executive Board meetings as required. The Liaison Committee may advise and

facilitate the achievement of knowledge dissemination through the fostering of journal partnerships as an additional external liaison role where the need arises.

4 AUTHORITY AND ACCOUNTABILITY

- The Liaison Committee is accountable to the WUWHS President through their Chair person.
- The Liaison Committee can make internal and external communication recommendations to ensure consistency between committees and optimizing the external voice of WUWHS 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 FOR THE LIAISON COMMITTEE

This committee may establish 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 Liaison Committee 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 Liaison Committee will comprise of 2 persons. They are directly appointed by the President and executive committee.
- No commercial entity may serve on this committee.
- These persons 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 person is willing to serve.

7 CHAIRPERSON

- Both persons function independently without a Chairperson appointed.
- Both persons 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 Liaison persons

- The persons are responsible for liaison feedback between the respective WUWHS operational committees by ensuring consistency in operational committee process and communication.
- Both can communicate with the International Chairperson, or if requested directly with President and executive committee of WUWHS.

8 MEETINGS

- The persons will meet at least 4 times per year.
- Liaison 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.

- Liaison persons 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.

9 QUORUM

- A quorum for this committee is defined as both persons in attendance.

10 COMPLIANCE WITH WUWHS POLICIES

Liaison persons must comply with WUWHS policies and governance charter including the WUWHS code of conduct.

11 CONFLICT OF INTEREST

- Liaison persons 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 appointment.
- 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 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

They may alternate in preparing agendas and holding 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 may be self-recorded or recorded by the secretariat support service. The draft minutes and action sheet of each meeting are to be made available to the International Chairperson within 5 working days from the set meeting completion.

14 REPORTING AND COMMUNICATION

The Liaison persons report to the President through the International Chairperson or directly on the directive of the president.

Annual Plan

- The committee shall prepare an annual plan outlining their respective priorities, committees to oversee and external activities for this committee, at the end of January each year. The annual plan will be submitted to the President who will table it at the Executive Board meeting following in March, for approval.

Reporting

- They will provide the President with reports against the annual plan on a regular basis, and at a minimum once every 3 months.
- They shall provide the WUWHS President and Board with such information and reports as may be requested from time to time.
- They 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.

Approval and Review	Details
Approval Authority	President
Administrator	President / Delegated Authority
Next Review Date	19/10/2024

Approval and Amendment History	Details
Original Approval Authority and Date	18/10/2020
Amendment Authority and Date	DD/MM/YYYY;