



## **Scientific Committee Terms of Reference**

### **PURPOSE**

The Scientific Committee is responsible for reviewing and scoring abstracts and gathering them into appropriate sessions.

### **ROLES AND RESPONSIBILITIES**

- To review a selection of the submitted abstracts based on expertise
- To commit to the set timeline for reviewing

### **MEMBERSHIP**

Membership in the Scientific Committee is open to all members with an interest in the activities of the committee. Membership in the committee will represent the breadth of members of the association. The committee aims to have 18-20 members at any time. Opportunities may arise for committee members to participate in special projects/initiatives.

The election of a chairperson will follow established IUGA procedures. IUGA members may apply to serve on a committee during the Call for Committee Volunteers period which generally occurs each year in October.

Members must be prepared to be active participants in the Scientific Committee activities, with membership automatically implying an agreement to:

- Commit to a maximum 3-year term
- Respond to all requests in a timely manner, including requests to review committee projects and drafts
- Maintain membership in IUGA during the term on the committee
- Maintain current contact information with the IUGA Office

### **MEETINGS**

The committee meets as necessary via teleconference/video conference and may also meet face-to-face during the Annual Meeting each year. Committee members must attend at least one Annual Meeting every 5 years and participate in at least one teleconference per year or may be asked to step down.

### **TERMS OF OFFICE**

The committee shall be headed by a qualified chairperson who has been elected by a majority vote of the regular members to a two-year term, renewable for one additional term (by re-election).

All other members of the committee will serve a maximum three-year term, renewable once. Renewal depends on the level of activity. Each member up for renewal must re-apply during the annual call for committee volunteers.

#### REPORTING PROCESS

The committee members report to the committee chair, who in turn reports to the IUGA Board. The staff liaison will assist with communication between all parties.

#### STAFF LIAISON

Vivian Gies, Meeting Director  
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#### BOARD LIAISON

Jenny King, Secretary  
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