

Template for WSAVA Committees Terms of Reference

1. Purpose for Establishment of the Committee.
2. Goals of the Committee.
3. Membership of Committees:
 - Member selection must comply with the Nominations and Selection Process for Membership of WSAVA Committees, Working Groups and Specialist Committees, with the exception of the FAC (the bylaws state “ Nomination for FAC Chairman and Committee member positions must be approved by the Executive Board and appointment for such positions shall be determined by vote by the Assembly at the annual Assembly meeting”)
 - Member tenure of committees shall be 3 years with the ability to renew once for another 3 year term (maximum of 6 years). Renewal of membership tenure is to be automatic after authorisation by the rest of the committee (via a secret ballot), or unless the member elects to step down.
 - In the case of new committee formation, member tenures must be staggered in order to ensure that all members do not stand down from the committee at the same time. Terms must not be longer than 3 years (with the ability to renew once as per above).
 - Members shall sit on no more than two committees at any one time, however if there is a need for specialised knowledge, members may sit on a committee in a temporary advisory capacity. This membership stipulation may also be waived in special circumstances, after review by the Leadership and Nomination committee and the Executive Board.
 - Chairpersons of committees shall be chosen from within the committee and do not require ratification by the Assembly, as they have already been selected via the Committee Membership SOP. If no Chairperson is available from within the committee, then selection will be via open nominations.
 - Chairpersons of committees shall ideally have served on the committee for at least 2 years. This stipulation can be waived in special circumstances after examination by the Leadership and Nominations Committee and Executive Board. Chairpersons shall hold the position for a maximum of 3 years, to be voted in each year by the rest of the committee.
 - If a committee member is not performing their duties (refer to the Nominations and Selection Process for Membership of WSAVA Committees, Working Groups and Specialty Committees) to the satisfaction of the Chair and the rest of the committee, the procedure to address this issue is:



- a. An informal discussion is to be held with the committee member by the Chair, as to the reasons for the underperformance. In the case of underperformance by the Chair of a committee, this discussion will be held with an EB member.
 - b. If the matter cannot be resolved via the informal discussion, then a Letter of Warning will be sent from the LNC to the committee member, advising that the Committee is unhappy with the level of engagement and will ask for the committee member to discuss this issue. The member will be advised they have 14 days to respond to the Letter of Warning.
 - c. If there is no response to the Letter of Warning then a second reminder letter is to be sent to the committee member with another 14 day deadline for a response.
 - d. If there is still no response from the committee member, the LNC will advise the member of their immediate removal from the committee. In the case of a member of the LNC who is underperforming, the Letters of Warning will come from the LNC EB liaison.
4. Obligations of the Committee.
 - At least one member of a committee must be present at committee events held at Congress.
 - If a face to face meeting is needed by a committee, then Congress is the preferred venue for this meeting.
 - Face to face meetings with sponsors are to be stipulated as per sponsorship agreements.
 5. Other Rights and Obligations of the Committee.
 - The committee must send in an annual report
 - The Committee must provide an annual budget
 - The Committee must provide a Strategic Plan
 6. Arrangements for Meetings, including clarification of what constitutes a quorum for meetings.