

# International Federation of Fertility Societies (IFFS)

## Membership of committees

### Policy and procedure no. 4

Name	Membership of committees
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#### 1. Introduction

The International Federation of Fertility Societies (IFFS) is a global organisation representing the international clinical and scientific community of reproductive medicine. The IFFS was first established in 1951 and comprises of over 50 national professional societies whose members practise in this field. To undertake its business and further the aims and objectives of the IFFS it is necessary to have an administration supported by a committee structure. In order for this structure to function effectively it is essential that members of the committees make an active contribution to its work. This policy sets out the expectations placed on members of the IFFS committees

#### 2. Definitions

##### a. IFFS Board of Directors

The Board of Directors is Board accountable to the General Assembly for the running of the IFFS. Its membership includes the officers of the federation together with the representatives of nine member societies. Its membership except the president is elected at the General Assembly.

See also terms of reference.

##### b. Scientific Committee

The Scientific Committee is sub-committee of the Board and is accountable to the Board of Directors for the production and content of the scientific programme of all IFFS meetings. Its chair is non-elected and is the immediate past president. Its membership includes two officers, representatives from the former and forthcoming

world congress and six representatives of member societies elected by the General Assembly.

See also terms of reference.

**c. Education Committee**

The Education Committee is a sub-committee of the Board and is accountable to the Board of Directors for educational activities undertaken by the Federation other than the content of its major scientific meetings. Its chair is appointed by the Board and its membership is by appointment.

See also terms of reference.

**d. Standards and Practice Committee**

The Standards and Practice Committee is a sub-committee of the Board and is accountable to the Board of Directors for developing and promoting standards of practice related to the aims and objectives of the IFFS. Its chair is appointed by the Board and its membership is by appointment.

See also terms of reference.

**e. Industry Committee**

The Industry Committee is a sub-committee of the Board and is accountable to the Board of Directors for matters relating to commercial sponsorship in support of the aims and objectives of the IFFS. Its chair is appointed by the Board and its membership is by appointment.

See also terms of reference.

**f. Audit Committee**

The Audit Committee is elected by the General Assembly and is accountable to the General Assembly for assurance of the governance of the Federation. Its members are independent of the Board of Directors and serve for six years.

See also terms of reference.

**g. Nomination Committee**

The Nomination Committee is elected by the General Assembly and makes recommendations to the General Assembly for the appointment of the officers of the Federation and the member societies of the Board of Directors and Scientific Committee

See also terms of reference.

**3. Status of committee membership**

Membership of committees is voluntary with the exception of the Federation's permanent secretariat.

**4. Criteria for membership**

- a. Other than the director of education and the permanent secretariat, there is no formal recruitment process for officers or ordinary committee members. However
- b. members of committees should possess a contemporary professional qualification relevant to the field of reproductive medicine and hold a current institutional affiliation and
- c. members of committees should hold professional membership to their national society and
- d. members of committees should have the qualities and skills to support the aims and objectives of the IFFS.

## **5. Behaviour of committee members**

- a. The IFFS is a democratic organisation governed by its Constitution and By-laws.
- b. Members of IFFS committees are expected to uphold the IFFS Constitution and its By-Laws, promote the IFFS mission and further its aims and objectives.
- c. Members of IFFS committees are expected to undertake their work in line with the principles of good corporate governance.
  - i. Focusing on the organisation's purpose and on outcomes for citizens and service users
  - ii. Performing effectively in clearly defined functions and roles
  - iii. Promoting values for the whole organisation and demonstrating the values of good governance through behaviour
  - iv. Taking informed, transparent decisions and managing risk
  - v. Developing the capacity and capability of the governing body to be effective
  - vi. Engaging stakeholders and making accountability real

[http://www.cipfa.org.uk/pt/download/governance\\_standard.pdf](http://www.cipfa.org.uk/pt/download/governance_standard.pdf)

- d. Members of the IFFS committees are expected to uphold the principles of public life namely:
  - Selflessness
  - Integrity
  - Objectivity
  - Accountability
  - Openness
  - Honesty
  - Leadership

<http://www.archive.official-documents.co.uk/document/parlment/nolan/about.htm>

## **6. Attendance at committee meetings**

- a. It is understood that personal circumstances may dictate unavoidable absence however, given the infrequency of meetings (usually twice a year) attendance is expected to be 80%.

- b. If member society representatives are unable to attend they should make arrangements for another member of their society to attend in their place.

#### **7. Failure to attend committee meetings**

- a. Officers who fail to attend three consecutive meetings will be asked to consider their position. In the event they are unable to commit attendance to future meetings they will be required to relinquish their position.
- b. Member societies who fail to provide representation at three consecutive meetings will be asked to consider their position on the relevant committee. If they are unable to commit attendance they will be required to relinquish their position.

#### **8. Termination of position**

- a. Exclusion of a committee member may be recommended in the event of behaviour which conflicts with the aims and objectives of the IFFS or the principles set out in paragraph (4) above.
- b. If exclusion is considered necessary, the chair of the audit committee will be asked to undertake an investigation and provide a recommendation to the President.

#### **9. Expenses for attendance at committee meetings**

- a. Committee meetings are timed so as to coincide with regular major international meetings that members may plan to attend anyway (ASRM, ESHRE).
- b. Therefore, no expenses are provided for attendance at committee meetings other than permanent secretariat staff.
- c. The secretariat will provide confirmation of attendance at committee to enable those who are able to claim for their expenses.
- d. Member societies elected to committee should consider supporting their representatives to attend meetings.

#### **10. Remuneration**

- a. No remuneration is provided to committee members.