

# Annual Congress Planning Committee Chair Roles and Responsibilities

## Role

The Annual Congress Planning Committee Chair leads the Committee to initiate, develop, plan, and assess the ISTH Congress program. Their aim is to (a) provide high quality education and science to meet the needs of ISTH's international community, (b) provide comprehensive leadership and oversight for the congress program, and (c) ensure that the congress meets the quality criteria required of the Society.

The Annual Congress Planning Committee Chair acts on behalf of the ISTH in the organization of the congress and their principal task is to lead the development of the Congress content and scientific program. The Chair and the committee are responsible for working within the framework set out by the ISTH Council.

## Responsibilities

The following are ongoing responsibilities of the Annual Congress Planning Committee Chair:

- Participate as an Ex-officio Non-voting member of Council.
- Ensure annual program continuity and evolution driven by latest research, ISTH education goals and adult learning principles utilizing needs assessments and appropriate evaluations.
- Ensure appropriate diversity of Committees, speakers and chairs to reflect ISTH membership according to the principles established by the diversity, equity and inclusion committee.
- Provide feedback and recommends future improvements to the program content or format to Council.
- Provide Committee development including:
  - Annual Congress Planning Committee appointments (Clinical and Basic Chairs)
  - Theme Committee Chair appointments
- Reviews and approves any recommended theme changes (sub themes, abstract categories).
- Populate Congress scientific format by identifying speakers and sessions.
- Maintains consistency for annual program format and topics.
- Is open and innovative to changes in adult learning and works with the ISTH HQ in discovery of new and effective learning methods.
- Leads abstract review process.
- Identifies and selects session moderators along with the ACPC and ensures input and involvement of early career professionals.
- Works with the SSC and Annual Congress Planning Committee to avoid overlap in content.
- Allocation of travel awards within budget and policy guidelines.
- Works within the Society approved Meeting related technologies.
- Considers new or revised non-financial congress policies.
- Works with ISTH Staff to develop and oversee Congress budgets, subject to reporting to Executive Committee and Council.
- Submit written reports at least once a year to Council, including a budget report.

## **Annual Congress Planning Committee Chair Competencies:**

The following is a list of the competencies and requirements of that of a Chair.

- Active member in good standing of the Society, who can commit the time and effort to this significant role.
- Demonstrated scientific qualifications and involvement, commitment, and contributions to the international T&H field.
- Willingness and interest to be actively engaged and to give our Society's interests and activities priority attention.
- Cannot be elected to consecutive terms.

The following attributes are fundamental:

### **Leadership**

- Should have served in a leadership role at their institution, ISTH, or another society.
- Should have stature within the T&H community

### **Characteristics**

- Strong background in clinical, translational, or basic research
- Exercise authority in the best interests of the congress and the Society, avoiding personal interest or that of any other organization.

### **Organization and Planning**

- Should have an appreciation for the importance of organizational matters and collaborative approaches.
- Educational planning background with the ability to showcase clinical and scientific perspectives.
- Ability to work closely with ISTH HQ within tight timelines.
- Demonstrate the ability to engage in long-term tactical decision-making.

### **Appointment and Terms**

The Chair and Vice Chair (following year's ACPC Chair) will be selected through a nomination process as defined in the nominating document. These nominations can be made by any ISTH member in good standing or through self-nomination. Council will make the final election of the Chair.

The Chair and Vice Chair (following year's ACPC Chair) will appoint their respective Basic and Clinical Chairs and Vice Chairs with mutual agreement, considering those that have served on past Theme Committees.

- Call for nominations to the position
- Appointment of the Chair & Vice Chair is made by the ISTH Council
- Willingness to commit to 2-3 year term

### **Meetings**

The Annual Congress Planning Committee shall meet at least two to three times per year in person.

- One taking place at the Congress, the year prior.
- Once in the September timeframe, year prior to congress to evaluate Congress and begin program development.
- Once in the March timeframe year of the Congress to finalize program placement.

Phone and/or video conferences will be held at a minimum monthly unless otherwise determined by the Chair. Failure to attend at least 50% of all Annual Congress Planning Committee meetings and conference calls each year will result in loss of membership on the Committee. Exceptions may be made in the event of unexpected circumstances and with written permission by the Annual Congress Planning Committee Chair.

**Time Commitment and Availability:**

- On average 1 (one) hour per week.
- Up to 2 hours/week during the peak planning period (September/March).
- Participate in monthly calls of the Committee; moving to weekly 6-8 weeks prior to the Congress.
- Ad hoc calls as needed.

**Budget**

The Annual Congress Planning Committee participates in the annual budget planning process for the congress, working with the Director of Meetings to make any recommendations to educational/scientific programmatic expenses to Council for approval. The ISTH Meetings staff monitors expenses against the approved budget and reports to the Committee on an ongoing basis.

**Remuneration and Reimbursements**

- The Annual Congress Planning Committee Chair is a voluntary role. ISTH does not provide any remuneration for this service.
- Annual Congress Planning Committee Chairs are expected to attend the ISTH Annual Congress. ISTH will provide the most economical economy class airfare, complimentary registration and a complementary hotel room for a maximum of five (5) nights in the Congress Headquarter Hotel.
- For specifically called meetings, ISTH will reimburse for travel, accommodation and other appropriate expenses. Invitations and reimbursement guidelines will be communicated as needed for such meetings.

**Staff Liaison**

Lisa Astorga, Director of Meetings and the ISTH Meetings staff

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