



ISN Committees

Roles and Responsibilities

The Purpose of ISN Committees

- The activities of ISN Committees will be in alignment with the overall mission and strategy set by the Society; ISN aspires towards the elimination of kidney disease worldwide by promoting the global advancement of nephrology.
- ISN Committees are to define their mission statements, scope of work, and business plans within the area(s) of interest. Specific roles and responsibilities of members will also be defined.
- ISN Committees have accountability to the ISN leadership, but also represent the interests of the ISN to outside parties, such as (but not limited to) related organizations, health authorities, sponsors, etc.

ISN Committee Roles and Responsibilities

- All Committees are required to submit a business plan for the year, describing activities, goals and deliverables, as well as a communication plan for the outputs of the Committee (report for annual meeting, symposia, news release, etc.) Anticipation of need for conference calls, meetings or other materials should be included (see attached template).
- Where appropriate, a budget should be submitted even if based on estimated costs.
- Annual budget requests should be submitted on ISN template.
- Each Committee Chair is responsible for reviewing the Committee policies, procedures, and also budget (where applicable).
- Each Committee Chair is to carry out assigned functions in a timely manner and in accordance with the ISN bylaws, policies and procedures.
- Each Committee Chair is responsible for respecting the terms of Committee members and for coordinating the rotation (the terms are defined below in this document). Changes in membership are to be duly communicated to the ISN Headquarters. An excel spread-sheet is provided for your information, and should be updated to reflect the status of Committee members as required.
- The terms of both Committee Chairs, and members should be limited and succession plans articulated in the terms of reference documents. Where appropriate, criteria for Committee membership should be articulated, in keeping with ISN philosophies of diversity of region, skill, gender and perspective. Inclusion of council members on standing Committees should be given consideration.
- Committee Chairs should prepare an agenda for discussion during the official Committee meetings, and provide the ISN HQ with a brief report on any decisions and recommendations made by the Committee. (At meetings held during the World Congress of Nephrology and the ASN Kidney Week, an ISN HQ staff member will be appointed to take minutes whenever possible.)
- Committee members are expected to contribute to the discussions of issues and business to be addressed at scheduled meetings, conference calls, etc.
- Committee members shall not disclose confidential information related to or verbally discussed during meetings or other verbal or written information identified as confidential ISN business.
- Committee members are to act in the best interest of the Society and support in a positive manner all actions taken by ISN even when in a minority position on such actions.

- Committee members must declare any conflicts of interest. A potential or actual conflict of interest exists if an ISN Committee member might reasonably lack objectivity in his decision making or contribution to ISN because of any personal, professional, financial, or other interest or relationship they may have. If such a conflict may exist, the Committee member in question should inform the Committee Chair accordingly.
- Committee Chairs are invited to attend ISN council meetings held one day prior to the start of the biennial WCN and also one day prior the annual ASN Kidney Week. This does not apply to GO Regional Committee Chairs.
- Committee Chairs are required to provide the ISN HQ with a report on the Committee activities 1 month prior to each Council meeting.

Appointing Committee Chairs & Members

- Committee Chairs are appointed by the Executive Committee based on consultation and recommendations provided by the appropriate people (including outgoing Chair and current members).
- GO Committees form an exception whereby the GO Chair and Core Committee are responsible for appointing the Chairs.
- The Committee Chair is to recommend new members for the Committee based on consultation with the current Committee members and ISN leaders. The final Committee composition is subject to approval by the Executive Committee and Council.
- GO Committees form an exception whereby the GO Chair and Core Committee are responsible for approving the Committee composition (as outlined in separate GO document).
- The Committee members and composition of the group are to be in accordance with the criteria as described in this document.

Eligibility Criteria for Committee Membership

- All members of ISN Committees must be members in good standing of the Society.
- Committee members must be e-mail accessible.
- No individual ISN member shall serve on more than 3 ISN Committees at any given time (with the exception of Councillors and members of the Executive Committee).

Committee Composition

- Committees will usually have no more than 10 members. Flexibility for certain Committees can be agreed upon depending on the scope of their activities and geographical representation after approval from the Executive Committee.
- Each Committee should have at least one member of the ISN 'Young Nephrologists Committee'
- The composition of the Committee must reflect proper regional/global representation as well as membership with an appropriate range of skills and experience.
- GO Regional Committees should limit the number of people from outside the region to half the number of members.
- GO Regional Committees should include a member of the ISN Council representing their region among the membership.

Term of Office

- Each Committee Chair may serve a maximum term of 6 years. This is an initial 2 year term with the possibility to renew it twice for a total of 6 years, if approved by the Executive Committee and Council (and by the GO Chair for a GO Committee). The Executive Committee should inform the Chair of his/her renewal or non-renewal 4-6 months prior to the scheduled end of term.
- Succession planning for Chairs: in consultation with ISN leadership, the Chairs will appoint a deputy at some point in the initial term (no later than 18 months into the first 24), in anticipation of

eventual transition, and to ensure that in the event of illness or inability to meet the demands, a second individual can Chair the Committee.

- Each Committee member will also serve a maximum term of 6 years. This is an initial 2 year term with the possibility to renew it on approval by the Chair. The Chair should inform the Committee member of his/her renewal or non-renewal 4-6 months prior to the scheduled end of term. .
- The Committee Chair will be supported by a designated staff member in recording and monitoring the terms of the Committee members and coordinating their rotation, keeping ISN HQ informed whenever the Committee composition has been modified. Member rotation should be staggered so not more than 30% the Committee members rotate off at the same time.
- Terms are from one WCN congress to the next with ratification at the Council meeting during ASN Kidney Week that precedes the WCN.

Progress Review

- Committees are expected to submit regular (6 monthly) reports to the President, the Executive Committee and the Council.
- Reports indicating the activity and achievements of the Committee are required (via ISN template). To be sent to ISN headquarters 1 month before each Council Meeting.

Business Planning Cycle

- Each Committee Chair will be required to submit annually a proposed work program including a budget request according to a timetable provided by the Secretary General and ISN HQ staff.

Meetings

- Each ISN Committee will be invited to organize a meeting of the Committee members at the biennial WCN and also at the annual ASN Kidney Week. Onsite costs related to this meeting (room, equipment, catering) will be covered by ISN. ISN HQ must be informed of your desire to hold such a meeting at least 4 months prior to the meeting.
- Each Committee meeting will have an agenda in order for business matters to be efficiently discussed. A brief meeting report/minutes which reflect decisions and recommendations should be submitted to the Secretary General (or to the GO Chair for GO Committees). Upon request an ISN staff member will be assigned to take the minutes.
- Committee Chairs and members are expected to come prepared to contribute to the discussions at scheduled meetings, having read the agenda and all background supporting materials relevant to the meeting.
- In addition to these scheduled meetings, ISN Committees are encouraged to work regularly by email, conference calls and exceptionally by additional face to face meetings..
- No reimbursements for direct expenses (travel, accommodation, food & beverages) linked to Committee meeting attendance can be provided.

Administrative Support & Contact point within ISN HQ

- ISN Committees, based on volunteerism, are generally expected to operate without specific regular administrative support from ISN HQ.
- However, for each Committee, a contact person within the ISN HQ will be designated and offer the following services:
 - Work with the Committee Chair to ensure that all Committee members lists are updated and available, and to ensure timely review for renewal and refreshment of Committee membership
 - Gather and disseminate the information generated by the Committee through ISN channels, including e-blasts, website, e-update, ISN News...