



# International Federation for Emergency Medicine

## TERMS OF REFERENCE GOVERNANCE COMMITTEE

### 1. FOUNDATION AND PURPOSE

The Governance Committee was initially founded to develop a draft set of By-Laws for the IFEM. Given the relatively short duration of term for most IFEM Board members (often for the 1 year duration of their national association Presidency) at the time, the Committee was also asked to review and develop a vision and planning document for the IFEM. The Committee has to date served these 2 roles: By-Laws and long term direction for the IFEM. It is expected that following the creation of the IFEM Executive in 2006, vision and planning will more appropriately become a role of the Executive.

### 2. MEMBERSHIP

#### 2.1 Chair

The Chair is nominated by the IFEM Executive and ratified by the IFEM Board. The term of office is two years, and is renewable.

#### 2.2 Members

Members are nominated by either the IFEM Board or the Committee Chair, and should be as representative of IFEM membership as possible. The maximum number of members is eight.

#### 2.3 Appointment and Terms of Office

All members are nominated for a period of no less than two years; members may be reappointed at the end of their term.

### 3. REPORTING

The Committee reports directly to the Executive and provides a summary of activity at each Board meeting. The Committee will provide additional reports as requested to the Executive.

### 4. FUNCTIONS

4.1 Review and modify the By-Laws as required, with final approval of all modifications by the IFEM Board.

4.2 Act as an advisory group with respect to the direction of IFEM.

4.3 Ensure that the IFEM Board, its Executive, and its national association members conduct all IFEM activity in harmony with the By-Laws.

**5. MEETINGS**

5.1 Timing and Frequency

The Committee will meet at least three times every two years, coinciding with the dates of the IFEM Board meetings. Additional meetings via teleconference or videoconference will take place on an as-need basis. Most communication will be electronic.

5.2 Quorum

A quorum will be 50% of the total membership.

5.3 Agenda Deadlines

Agenda items will be submitted to the Secretariat no later than sixty days prior to a Committee meeting. The Secretariat will ensure electronic distribution to all members so that any addition may occur no later than thirty days prior to a Committee meeting.