

Terms of Reference for IUIS Standing Committees

28 April 2022

As outlined in the IUIS Committee Guidelines:

Each Committee or Sub-Committee will develop a governance structure that may include Review Committee(s) and/or Working Group(s), depending upon their objectives. This structure will be described in its Terms of Reference (See Provisional Terms of Reference for Committees and Sub-Committees), which will be reviewed by the “next level up” from the Committee or Sub-Committee. The Executive Committee will review and provide feedback on all Terms of Reference, with final approval resting with the Council at their annual meeting. These hierarchical levels of review are meant to provide independent oversight and feedback, but cannot dictate actions to a Committee or Sub-committee. Disagreements between two “levels” that cannot be resolved through feedback from the Executive Committee, should ultimately be decided by the Council.

Current IUIS Standing Committees:

- Executive Committee
- Education Committee
- Publications Committee
- Gender Equality Committee
- Clinical Immunology Committee
- Inborn Errors of Immunity Committee
- Immunotherapy Committee
- Nomenclature Committee & Sub-Committees
- Quality Assessment and Standardization Committee & Sub-Committees
- Vaccine Committee
- Veterinary Immunology Committee

Generic Terms of Reference for all IUIS Standing Committees & Sub-committees

Roles and Responsibilities of the Members

All Committee Members shall:

- Actively participate in the majority of the Committee meetings
- Partake in discussions and provide constructive suggestions that support the overall function of the Committee or Sub-committee or Working Group
- Develop, implement and monitor the progress of various projects

Duties

Committee (and Sub-committee) Leadership will be responsible for organizing activities within their respective Committees. Such activities are diverse and depend on the specialty of the Committee. Among these activities, and common to all Committees, are:

- Internal Meetings (with Committee or Sub-committee Members)
 - Regular virtual meetings and emails as required to organize internal activities in line with the overall objectives of the IUIS
 - Prepare and review a template with target and goals annually; these will be presented and voted upon annually by the Council (Required)
 - Meet quarterly; these can be virtual or face-to-face, with the latter meetings being organized around IUIS or other specialist conferences to minimize costs (Required).
- Liaison with other Committees or Sub-committees where applicable.
- Identify, attract and recruit new members for Committees or Sub-committees, and their Review Committees and/or Working Groups.
- Promote Committee and/or Sub-committee activities/presence at IUIS conferences and on the IUIS website/newsletter.
- Keep the Committee and Sub-committee websites up to date in collaboration with KIT Management Group.
- External meetings for Committee and Sub-committee Chairs (Vice-Chairs or Co-Chairs)
 - Committee Chairs attend the annual Council meeting
 - Annual virtual call with the Executive Committee
 - Annual virtual call with the Vice President, with additional calls as necessary.

Committee Leadership will also be responsible for:

- Circulating the agenda (SEE AGENDA TEMPLATE) before meetings, with ample time for members to suggest additional items.
- Keeping minutes including action items during meetings (SEE MINUTES TEMPLATE).
- Keeping an up-to-date email list of Committee or Sub-committee members and sharing this with the Executive Committee and KIT Management Group for the IUIS website.
- Providing these documents to the Secretary General and/or KIT management group before annual meetings.

Voting

Each Sub-committee Member may vote once on any given proposal, except if the Member is in conflict of interest (in which case they should recuse themselves for the discussion and vote). While all efforts should be made for decisions to be made by consensus, where there is a vote, passage will occur when >50% of the votes are in favor of the item.

Committee Meetings

Members of a Committee will meet at the request of its Chair, Vice Chair or a Co-Chair. Members or their designates will attend on behalf of their Sub-committee. Meetings may occur either in person or by information-communication technologies, as determined by the Chair. Committee meetings should be scheduled at least 4 weeks in advance of a meeting, and agendas should be circulated to Committee Members at least 5 working days in advance of a meeting, to allow the latter to add items to the agenda. The Committee should meet at least twice yearly to undertake regular business, or more frequently as required.

Quorum

A quorum shall be a majority (> 50%) of Committee Members (or their designates) present at the meeting in person or by information-communication technologies. The Committee Leadership (Chair or Co-chair) running the meeting will withhold their vote, and will only use it to decide a tied vote. If the Members representing a given Sub-committee cannot attend a Committee meeting, they may assign their vote to a designate from their Sub-committee, who will be counted in determining the quorum.

Reporting

The Committee meeting agendas and post-meeting notes and action items should be submitted to the Executive Committee annually and will be kept on file by the Secretary General. Sub-Committee meeting agendas and post-meeting notes and action items should be submitted to the Nomenclature Committee Chair before the IUIS Council's annual meeting, and provided to the Executive Committee with the Committee's submission. Similarly, the meeting agendas and post-meeting notes and action items for Review Committees and Working Groups should be submitted to the Co-Chairs of the appropriate Sub-committee or Committee before their meetings, at which they will also report their progress.

Committee Chairs (or a Co-Chair) will report on progress over the past year and plans for the coming year at the IUIS's Council's Annual Meeting and ensure that all accountability requirements of the Union are met.

Terms of Reference for the IUIS Nomenclature Committee

1 September 2022

Objectives/Aims/Mission

The IUIS Nomenclature committee is responsible for engaging the immunology community in an open forum where Nomenclature of the cells and molecules of the immune system are discussed and decided upon. While this Committee will strive to reach consensus in its deliberations, issues will be decided by a simple majority (>50%) in instances where consensus cannot be reached.

To this aim, this Committee will establish Sub-committees that each covers a distinctive area in the field. Where possible, each Sub-committee will be linked to one or more relevant not-for-profit societies and/or organizations.

Values statement (From the International Science Council, of which IUIS is a Member)

The IUIS Nomenclature Committee will practice in its governance and its partnerships:

- Excellence and professionalism
- Inclusivity and diversity
- Transparency and integrity
- Innovation and sustainability
- Respect for the independence of its Sub-committees

Role of Sub-Committee Leadership

Co-Chairs are responsible for:

- Holding meetings of the NOM Sub-Committee Chairs; at least 2 per year
- Supporting the work and governance of the NOM Sub-Committees
- Collecting and collating the NOM Sub-Committees' annual reports
- Attending annual meetings of the IUIS Council and the Committee/Sub-Committee Chairs
- Managing the budget for the NOM Sub-Committees (e.g., for requested travel, publications, website support)
- Managing/supporting workshops and symposia (e.g., at the IUIS Immunology Congress) held by one or more NOM Sub-committees
- Recruiting the next generation of Co-Chairs

Appointment of Committee Leadership

The membership of the IUIS Nomenclature Committee consists of the chairs of the subcommittees. The leadership of the Nomenclature Committee will consist of **two Co-Chairs** who are elected from within the membership of the Nomenclature Sub-committees. (Sub-committee Co-chairs are excluded from this Committee's leadership unless they relinquish their position at the start of their term on this Committee.) This Committee will develop and approve an advertisement that will be circulated to the Sub-committees requesting nominations for Co-Chairs. Sub-committee members may self-nominate, or may be nominated by others with the nominee's written permission. Nomination Packages must include a statement of interest and short CV. Members of the Sub-committee can vote in person, in video conference or by email.

The Members of this Committee will review Nomination Packages with the following characteristics in mind:

- Previous or current membership in a NOM Sub-committee
- Motivation, passion, and commitment to the IUIS and its mission and values
- Membership in a society or affiliate of the IUIS
- Expertise in the field of immunology
- A body of publications and/or inventions in the field
- Evidence of leadership experience in the IUIS and/or in the field
- Experience with opinion, commentary and/or policy development in the field
- Experience recruiting and training scientists in the field
- Commitment to contribute sufficient time to the role
- Absence and/or disclosure of conflicts of interest

Each Co-chair position will be decided by a simple majority (>50% vote).

Terms of Appointments for Leadership

The term for the Co-Chairs is not to exceed 3 years, and can be renewed once. (To begin with, the term of one Co-chair will be 2 years and the other 3 years, to create continuity across the leadership terms).

Committee Composition

The Membership of this Committee will comprise the leadership of the Nomenclature Sub-committees (i.e., Co-chairs or Chairs and Vice Chairs or each Sub-committee). While each Sub-committee may be represented by up to two Members at Nomenclature Committee meetings (e.g., both Co-chairs or the Chair and Vice Chair), each Sub-committee will have only one vote in deciding a given issue.

Terms of Appointments for Sub-committee Members

The terms of appointment for the Leadership of each Sub-committee will determine the term of appointment on this Committee.

Appointment of a Review Committee or Working Group & their Members

This Committee will review and approve proposals for new Review Committees and Working Groups and their Membership, which must include their proposed Terms of Reference. Once established, the leadership of these entities will report to and seek feedback from this Committee on their ongoing work. This Committee would approve dissolution of a Review Committee or Working Group based upon the Review Committee's or Working Group's recommendation.

Revision History

Date approved: 10 October 2022

Revisions: none (first approved version)