**Terms of Reference Committee recommendations**

**September 30th 2015**

The committee has come to a consensus regarding several key points with regard to Chair positions and updating the Terms of Reference, (TOR), which are outlined below. However, our discussions drew our attention to other areas in the Chair and General Secretary requirements and election process that we would like to make recommendations upon. Given the short time frame in which to finalize our report, we have submitted the requested recommendations but request an extension to our mandate so as we can make recommendations to what we believe are vital questions vis a vis the process by which Chairs are elected, (the committee has differing points of view regarding the process), and the qualification criteria for the position of General Secretary.

Our recommendations:

Deadline to make changes to each committee TOR each year should be no later than May 1st.

Committee members are to:

* Apply directly to the committee, (as they now do)
* Minimum 3 years experience in their field of expertise, clinical or otherwise
* Minimum 3 years experience with another Pelvic Floor related society/organization, multi-disciplinary or scientific
* Active ICS participation: attendance at 3 of the past 5 annual meetings

Committee Chairs are to:

* Be current committee member of said committee or have been a member of said committee no more than 3 years previously
* Be in good standing
* Nominated by one national and 1 international ICS member in good standing
* Remain on committee for one year “post” Chair for continuity
* Should no person meeting the above criteria stand for nomination, then a call to ICS members at large is to be made, and/or if needed the Trustees appoint an interim Chair

Jacqueline Cahill

Chair: Terms of Reference Committee