



Scientific Committee Chair Terms of Reference

PURPOSE OF THE COMMITTEE

The purpose of the Scientific Committee is to review and score submitted abstracts and to organize them into appropriate scientific sessions, as outlined in the Scientific Committee Terms of Reference.

ROLE OF THE COMMITTEE CHAIR

The Committee Chair provides leadership to the Scientific Committee and ensures that the committee operates effectively in accordance with its approved mandate. The Chair coordinates committee activities, oversees the abstract review process, initiates and facilitates meetings as needed, and serves as the primary link between the committee, the IUGA Board, and the Staff Liaison.

RESPONSIBILITIES OF THE COMMITTEE CHAIR

The Committee Chair is responsible for:

- Serving as a member of the Annual Meeting Program Committee.
- Ensuring that the committee fulfills its roles and responsibilities as defined in the Scientific Committee Terms of Reference.
- Overseeing the abstract review and scoring process, including allocation of abstracts to committee members based on expertise.
- Ensuring adherence to established timelines for abstract review and session development.
- Leading committee meetings, including setting agendas in collaboration with the Staff Liaison where applicable.
- Coordinating the organization of reviewed abstracts into appropriate scientific sessions.
- Reviewing and shaping the composition of the committee during the Call for Committee Volunteers process, in coordination with IUGA staff and in line with established procedures.
- Ensuring effective communication within the committee and reporting on committee activities and outcomes to the IUGA Board.

EXPECTED TIME COMMITMENT

The time commitment for the Committee Chair is concentrated around the abstract submission and review period. The Chair should be prepared to provide focused oversight during this period and to participate in meetings and follow-up as required. Starting approximately twelve months prior to the Annual Meeting, the Chair position requires a time commitment of 10-15 hours per month with an especially busy period 3-5 months prior to the Annual Meeting, which may exceed 40 hours per month.

MEETINGS

The committee meets as necessary via teleconference or video-conference and may also meet face-to-face during the Annual Meeting. The Committee Chair serves as the host of these meetings when they occur.

COLLABORATION AND SUPPORT

The Committee Chair works closely with the Staff Liaison, who provides administrative and coordination support, and collaborates with committee members as needed to support the abstract review and session development process.

TERM DURATION AND APPOINTMENT

The Committee Chair is elected in accordance with established IUGA procedures to a two-year term, renewable for one additional term by re-election.

END OF TERM AND HANDOVER

At the conclusion of the term, the Committee Chair ensures a smooth handover to the incoming Chair, including the transfer of relevant documentation and an overview of timelines, processes, and ongoing responsibilities.

STAFF LIAISON

Vivian Gies, Meeting Director
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BOARD LIAISON

Jenny King, Secretary
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