



## **Terminology and Standardization (T&S) Committee Terms of Reference**

### **PURPOSE**

The Terminology and Standardization (T&S) Committee is responsible for the development, publication, and subsequent management of IUGA documents related to terminology and standardization. At times, there will be joint projects with one or more other societies. Subsequent management includes translation of the published documents.

### **ROLES AND RESPONSIBILITIES**

- Identify subject areas where clarification of standards and/or terminology is required.
- Determine if development of a document to clarify the relevant standards or terminology is best done by IUGA alone or in collaboration with another society.
- Develop an appropriate “scoping” document encompassing the breadth of the proposed document in terms of subject matter.
- Arrange and carry out appropriate advertising for a project chair and committee to develop the document. The project chair and committee members are recommended by the T&S Committee Chair and approved by the Board.
- Review all documents until the appropriate level of scientific quality is present. At least one opportunity to review each document should be given to the entire IUGA membership (and membership of any partnering society).
- Ensure that all documents are of the highest quality, as would be expected of standardization and terminology documents, prior to submitting them for publication.
- Ensure that the final published document is consistent in format with IUGA’s established format for T&S reports.

### **MEMBERSHIP**

Membership in the Terminology & Standardization Committee is open to all members with an interest in the activities of the committee. Membership in the committee will represent the breadth of members of the association. The committee aims to have 18-20 members at any time. Opportunities may arise for committee members to participate in special projects/initiatives.

Election of a chairperson will follow established IUGA procedures. IUGA members may apply to serve on a committee during the Call for Committee Volunteers period which generally occurs each year in October.

Members must be prepared to be active participants in T&S Committee activities, with membership automatically implying an agreement to:

- Commit to a maximum 3-year term

- Respond to all requests in a timely manner, including requests to review committee projects and drafts
- Maintain membership in IUGA during the term on the committee
- Maintain current contact information with the IUGA Office

#### MEETINGS

The committee meets as necessary via teleconference/video-conference, and may also meet face-to-face during the Annual Meeting each year. Committee members must attend at least one Annual Meeting every two years and participate in at least one teleconference per year or may be asked to step down.

#### TERMS OF OFFICE

The committee shall be headed by a qualified chairperson who has been elected by a majority vote of the regular members to a two-year term, renewable for one additional term (by re-election).

A representative from the Fellows & Trainees Committee will be appointed to serve a 2-year term commensurate with their term on the Fellows & Trainees Committee.

All other members of the committee will serve a maximum three-year term, renewable once. Renewal depends on level of activity. Each member up for renewal must re-apply during the annual call for committee volunteers.

#### REPORTING PROCESS

The committee members report to the committee chair, who in turn reports to the IUGA Board. The staff liaison will assist with communication between all parties.

#### STAFF LIAISON

Sri Langelaar, Coordinator, Association Services

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#### BOARD LIAISON

Lisa Prodigalidad, Treasurer

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