

Working Rules for ECTRIMS Operational Committees

ECTRIMS Operational Committees support the Executive Committee in the development and activities of the society. Committee members develop insight into the organisation's programmes, activities, and strategy, and provide input for the development of the society and the achievement of its missions.

1. Committee Composition

- 1.1.** Each committee should have a minimum of three (3) members and a maximum of ten (10) members, including the Chair.
- 1.2.** Each committee's members must originate from a diverse range of principally European countries. If two (2) committee members are from the same country, they must derive from different institutions.
- 1.3.** ECTRIMS encourages gender mix and the inclusion of able and active younger members.

2. Appointing of Chairs and Members

- 2.1.** In the first year of creation, committee Chairs for the committees will be appointed by the Executive Committee. When time for Chair rotation in future years, the active Chair of each committee will make a recommendation for their replacement by a written proposal to the Executive Committee for final approval.
 - 2.1.1.** Each committee Chair will report to a designated Executive Committee member for general oversight of the committee.
- 2.2.** Outgoing committee members are to be replaced by a written proposal from the Chair of the committee to the Executive Committee for final approval.

3. Chair and Member Terms

- 3.1.** The term for the role of committee Chair is four (4) years.
 - 3.1.1.** No person may chair more than one (1) committee concurrently.
- 3.2.** The term for the role of committee member is a maximum of four (4) years.
 - 3.2.1.** A committee member may not be in more than one (1) committee concurrently.

- 3.2.2.** The mandate of each committee member is to be re-evaluated after two (2) years and confirmed by both the committee Chair and the committee member themselves. If confirmed, the committee member may continue for two (2) more years, for a total of four (4) years.
- 3.2.3.** If a member of a committee is appointed as Chair of that same committee, the committee member/Chair can stay for a maximum of eight (8) years total (maximum four (4) years as member and four (4) years as Chair).
- 3.2.4.** If, due to the regular rotation or for other reasons, more than half of all committee members are positioned to leave the committee the following year, the tenure of one (1) or more committee members may be extended by two (2) years to ensure continuity in programme and activity oversight. These committee members will have a maximum term in office of six (6) years.
- 3.3.** If committee members are inactive during their term of office and or are repeatedly unresponsive to email correspondence or meeting invitations, the Chair may recommend replacing this member, subject to formal approval by the Executive Committee. Likewise, the Executive Committee may consider replacement of a committee Chair on recommendation of the President.

4. Committee Responsibilities and Output

- 4.1.** Committees should refer to the “Objectives and Responsibilities” document relevant to each committee for information on member duties and goals.
- 4.2.** In order to evaluate the work of the committees, the Chair of each committee will submit a written report of activities to the Executive Committee once a year.

5. Compensation

- 5.1.** Committee Chairs and members will not receive financial compensation for their services, but may be reimbursed for their reasonable expenses incurred during the course of their service for ECTRIMS.
- 5.2.** Committee members receive complementary invitation to the annual ECTRIMS congress, as well as coverage for travel and accommodation to in-person committee meetings.