



Standard Operating Procedure

WFUMB COMMITTEES

All Committees all subject to the Constitution and Bylaws which can be found on the WFUMB website under terms of reference of committees <https://wfumb.info/constitution-bylaws/>

1. Committee Chairpersons and Vice-Chairpersons are nominated by the President and the Executive Board based on recommendations invited from the Federations and approved by the Administrative Council at the first meeting after the General Assembly.
2. Members of Committees are nominated by their Federations and approved by the Nominating Committee for the two-year term renewable for a further two terms.
3. Qualification for committee membership should be based on the experience and expertise of the nominee and should take into account possible conflicts of interest as well as fair representation of Affiliated Organizations, diversity and gender.
4. The chairperson should usually have been a committee member for the previous two years.
5. Each committee (with the exception of the Nominating and Complaints Committees) may co-opt a maximum of two individuals, subject to the approval of the Executive Board. The criteria should be that specific expertise is required for the effective running of the committee.
6. An expert with specific skills may be co-opted, even if not a member of an Affiliated Organization, if the Committee can justify this inclusion for approval by the Executive Board
7. The co-opted members shall have equal rights as the elected members of the committee.
8. Their term will end at the time of re-election of the committee and they shall not be re-eligible for co-option but may join as an elected member.
9. The expenditure of Committees is the responsibility of the Chairperson, but within an annual budget allocated by the Administrative Council.
10. Virtual meetings should be incorporated as an alternative to physical meetings whenever possible.
11. Committee members are expected to attend the WFUMB congress and propose lectures for inclusion in the list offered to the Organising Committee. Such proposals shall be directed through the Administrative Manager.
12. Committee meetings will be held at the Congress if time and commitments allow.
13. The Chair(s) sets the meeting dates and times which should be set for the upcoming year (subject to some change if needed) but with appropriate notice and taking into account world time zones for the members.

14. Committees should meet as a minimum once per year.
15. Meeting papers will be circulated in advance of the meeting and it is expected that committee members will read the papers prior to the meeting in preparation for all discussions
16. Minutes of the meetings will be kept by the Administrative Manager and submitted to the Committee Chair for approval before circulation of the Committee and hosting on the website in the password protected Committee documents area
17. The Committee Chair is expected to lead all group meetings, bring the group to consensus regarding the annual plan, scope of work, priorities, and confirm if a quorum is met for each meeting, namely more than half of the total committee numbers

18. The Chair needs to ensure
 - that group members feel appreciated, valued and involved and ensure that no one group member – or small group of members – dominates the discussions or the scope of work
 - that members are encouraged to offer opinions
 - keep the group engaged, motivated and focused on outcomes to achieve the group's objectives in a timely manner
 - WFUMB should be the leading international ultrasound organisation and therefore committee members should be ensuring that their statements, which may go into the public domain, reflect WFUMB's strategic vision.

19. Specifically, volunteer members are expected to:
 - Actively participate in all group meetings and congresses.
 - Attend meetings regularly. Unjustified or unexplained absence for more than half of scheduled meetings in a year will result in the member being asked to resign from the role.
 - Volunteer to perform specific duties that enable the group to achieve its goals.
 - Complete their work within the given scope and timeline.
 - Work as a member of a collaborative team, balancing the interests of WFUMB with each person's interests for professional development, learning and contributions.
 - Focus on the interests of WFUMB rather than for the benefit of another organization or individual.

20. Declare any potential conflict of interest and when determined by the chairman the individual should remove themselves from the room/discussion. All conflicts of interest should be recorded in the minutes of the meeting.

Approved by the Executive Board and Administrative Council at WFUMB 2023