



International Alliance of
Dermatology Patient
Organizations

GLOBALSKIN.ORG

IADPO Conference Committee *Terms of Reference*

Purpose:

The Conference Committee is responsible for convening at an early stage of planning for the GlobalSkin Conference which takes place every second year. The Conference Committee will meet several times by video and provides input and feedback on conference planning via email.

Type of Committee:

The Conference Committee is a Standing Committee of the Board.

Committee Duties*:

The Committee will lead and/or undertake the performance of the following:

1. Attend GlobalSkin Conference Committee meetings.
2. Commit to sharing knowledge and experience.
3. Provide input and feedback into the conference theme, program and the planning of pre and post events as needed.
4. Attend the GlobalSkin Conference, participate in sessions, and assist on-site where necessary.

**Staff support will be provided where and when the committee deems appropriate.*

Committee Authority:

The Committee Chair will act as liaison and report back to the full Board of Directors on how planning is proceeding for the event and will bring forward recommendations as deemed necessary for the Board's consideration and decision.

Committee Composition:

The Committee shall be comprised of at least one current Board Director, one former Board Director if possible and a minimum of two members at large to a maximum of five. The current Board Director will act as Chair and will report to the Board with any recommendations from the Committee.

Committee Terms

The term for the current and former Board Director on each committee will be one year with the option to renew. The term for the Members-at-Large representatives will be one year with an option to renew.

Meetings:

The Committee will meet at least twice a year via video conferencing and provide input and feedback via email as needed during the planning of the conference. Minutes of their meetings shall be recorded.