



Approved by Exec BoD Nov. 10, 2015

Update: May 2016

Approved by Exec BoD: June 2, 2016

GCIG CHAIRS & CO-CHAIRS TERMS OF REFERENCE

(excepting the Executive Board of Directors, **CCRN** & Membership Committee)

1. The Chair's term of appointment will be two (2) years with the opportunity to renew for one (1) further term.
2. There will be a Co-Chair appointed for each committee/group that will have an overlapping term of appointment in order to facilitate succession.
3. Chairs & Co-Chairs of the Standing Committees and Working Groups will be nominated by the membership, **agree to these Terms of Reference** and appointed by the Executive-Board of Directors.
4. The Members (groups) of GCIG must acknowledge and support the attendance, commitment and responsibilities of nominees.
5. The Standing Committee Chairs and Working Group Chairs will be provided with listserves of the members of the committee/group by the Webmaster.
6. New Working Groups will be established at the discretion of the Executive-Board of Directors as deemed appropriate and necessary.
7. No less than six (6) weeks prior to the bi-annual GCIG meeting, the Chairs of the Standing Committees and Working Groups will identify the expected attendance (including invited guests/consultants) and requirements for the meeting to the Operations Managers.
8. No later than one (1) month prior to the meeting date, the Chairs of the Standing Committees and Working Groups will provide agendas to the Operations Manager in order to have these circulated to the members and slides requested.
9. No less than four (4) weeks prior to the meetings the Chairs will liaise with the Operations Manager and the Webmaster to ensure that there is an updated list of active trials and a bibliography made available to the GCIG

10. No more than four (4) weeks after any meeting of the Standing Committees and Working Groups, the Chairs will prepare minutes/reports and submit these to the Operations Manager for distribution and record keeping.

11. In partnership with the GCIIG Chair, the relevant Chair of Committee/Working Group will approve or reject materials requested for distribution to the membership (eg. Surveys).