



IASLC Committee Responsibilities

Committee Chair Responsibilities

Work in close partnership with IASLC Staff Liaison, Board Liaison, Deputy Chair and IASLC leadership to advance the mission and vision of the organization in a collaborative environment while meaningfully engaging members of the IASLC.

- Every two years, develop a work plan, with associated budget proposals, for the Committee in consultation with the Board Liaison and Staff Liaison, to include metrics of success
- With support of the Staff Liaison, track and monitor Committee Members' regular participation on calls and engagement in committee projects and activities. Utilize this data every two years during the nominations process to evaluate the composition of committee roster to ensure a diverse and engaged committee
- Lead the activities of the Committee to ensure that its program is effectively developed and implemented to advance the IASLC strategic plan
- Ensure that the Committee's activities are carried out in a manner consistent with the IASLC mission
- Work with the Committee Staff Liaison to set the agenda for Committee meetings and chair Committee meetings
- Disseminate information and delegate responsibilities and tasks to Committee Members
- Make reports of Committee actions and recommendations
- Coordinate and deliver orientation for new Committee members
- Submit annual report of activities. Oversee preparation and maintenance of records of Committee's deliberations and actions
- Ensure that standards of involvement are adhered to by all Committee members including themselves
- Develop methods of engaging IASLC members outside of the committee roster in a volunteer capacity to advance the objectives of the committee
- Ensure that Committee members understand and comply with IASLC's conflict of interest policy including disclosure of significant financial interest in, or other relationships with, an entity having a commercial interest in the subject matter in question
- Determine additional action required in situations where mere disclosure fails to deal fully with current or potential conflicts. Certain conflicts may prevent membership on the Committee



INTERNATIONAL
ASSOCIATION
FOR THE STUDY
OF LUNG CANCER
Conquering Thoracic Cancers Worldwide

IASLC Committee Responsibilities

Committee Member Responsibilities

Work in strong collaboration with other committee members and committee leadership to advance the mission and vision of the IASLC by meaningfully participating in and engaging on committee projects and activities.

- Learn and agree to the responsibilities and expectations of the Committee and its members by observing and completing the Committee's onboarding orientation process
- Assist in the discharge of the Committee's responsibilities under the leadership of the Chair
- Review all Committee meeting agendas and attached materials
- Attend regularly and participate actively in all Committee meetings
- Participate in and contribute to Committee projects, activities and email communication
- Complete tasks assigned by the Chair
- Identify issues to be considered by the Committee
- Serve on Subcommittees as requested by Chair, when appropriate
- Engage in strategic planning efforts of the Committee
- Request special reports and analyses through Committee Chair as necessary
- Maintain an active membership with the IASLC
- Adheres to all standards of involvement listed above. Notify Committee leadership immediately if commitment to the Committee cannot be continued at any time
- Understand and comply with IASLC's conflict of interest policy including disclosure of significant financial interest in, or other relationships with, an entity having a commercial interest in the subject matter in question



INTERNATIONAL
ASSOCIATION
FOR THE STUDY
OF LUNG CANCER
Conquering Thoracic Cancers Worldwide

IASLC Committee Responsibilities

Staff Liaison Responsibilities

Work in close partnership with IASLC Committee Chair, Board Liaison, Deputy Chair and IASLC leadership to advance the mission and vision of the organization in a collaborative environment while meaningfully engaging members of the IASLC.

- Every two years, develop a work plan, and associated budget proposals, for the Committee in consultation with the Committee Chair and Board Liaison, to include metrics of success
- Assist the Chair and Deputy Chair in the conduct of Committee business
- With support of the Committee Chair, track and monitor Committee members' regular participation on calls and engagement in committee projects and activities. Utilize this data every two years during the nominations process to evaluate the composition of committee roster to ensure a diverse and engaged committee
- Compile and send relevant background material and other correspondence to Committee Chair to enable members to conduct their business
- Manage the projects as established in the Committee's work plan from conception through implementation
- Collaborate with the Chair to provide appropriate documentation of Committee-related activities including maintaining Committee rosters and records
- Prepare and distribute meeting announcements, agendas and related materials with input from Committee Chair
- Coordinate logistics of Committee meetings and manage meetings and program activities on site, as necessary
- Prepare minutes of meetings with a consistent format for approval by Chair, and distribute to Committee members as part of agenda materials for the next scheduled Committee meeting
- Approve and process Committee member's reimbursement requests, as necessary
- Respond to Committee-related inquiries from IASLC members and non-members, industry, vendors and the general public
- Distribute and maintain IASLC's statement of policy on conflict of interest at all relevant meetings
- Act as liaison cross-departmentally in support of Committee-based programs
- Staff strategic planning efforts for the Committee programs and manage related processes



- Notify Chairs of issues relevant to Committee activities
- Assist the Committee Chair with the development and delivery of a committee orientation for all committee members to ensure knowledge-gain, understanding of expectations and assessment of participation



INTERNATIONAL
ASSOCIATION
FOR THE STUDY
OF LUNG CANCER
Conquering Thoracic Cancers Worldwide

IASLC Committee Responsibilities

Deputy Chair Responsibilities

Work in close partnership with IASLC Committee Chair, Staff Liaison, Board Liaison and IASLC leadership to advance the mission and vision of the organization in a collaborative environment while meaningfully engaging members of the IASLC.

- In addition to adhering to the responsibilities of a committee member, learn the responsibilities of the Committee Chair role
- Support the Committee Chair in Committee leadership opportunities as assigned
- Ensure that the Committee's activities are carried out in a manner consistent with the IASLC mission
- Support the Committee Chair in the development and ongoing assessment of the Committee workplan, mission and objectives
- Assist the Committee Chair in the dissemination of information, delegation of responsibilities and assignment of tasks to Committee members
- Lead Committee and subcommittee calls as assigned by the Committee Chair
- After serving as Deputy Chair for a 2-year term, participate in an evaluation of demonstrated leadership and engagement by the IASLC Executive Committee to confirm a transition into the role of Committee Chair
- Work with the Committee Chair to develop opportunities for Committee member participation and involvement beyond Committee calls



INTERNATIONAL
ASSOCIATION
FOR THE STUDY
OF LUNG CANCER
Conquering Thoracic Cancers Worldwide

IASLC Committee Responsibilities

Board Liaison Responsibilities

Work in close partnership with IASLC Staff Liaison, Committee Chair, Deputy Chair and IASLC leadership to advance the mission and vision of the organization in a collaborative environment while meaningfully engaging members of the IASLC.

- Serve as a link between a specific Committee or task force and the Board of Directors in order to (1) ensure that the Committee operates consistently with the Association's policies, and (2) identify potential problems and/or new initiatives
- Attend all meetings of the assigned Committee or task force
- Participate as a full voting member of the Committee
- Ensure that the objectives for the Committee are met
- When needed, present, in collaboration with the CEO and Chair, Staff Liaison, Committee positions and activities at Board meetings
- Assist in the orientation of chairs and members concerning their respective responsibilities and authorities as Committee/task force members
- Provide general oversight and evaluation of Committee's work and its chair's performance, and report any problems with respect to the Committee or the chair
- Work closely with other Board liaisons to Committees/task forces having responsibilities, authorities and interests that overlap with those of assigned Committee or task force
- Represent the Board to the assigned Committee. Bring to the Committee's attention relevant issues under consideration by the Board
- Assist Chair in presenting proposals to IASLC Leadership on behalf of the Committee
- Chair Committee/task force meetings in appointed chair's absence
- Understand and comply with IASLC's conflict of interest policy including disclosure of significant financial interest in, or other relationships with, an entity having a commercial interest in the subject matter in question