



INTERNATIONAL LIVER
TRANSPLANTATION SOCIETY

ILTS SIG Terms of Reference

To: ILTS Special Interest Groups
From: John Klinck, Special Project Executive
Last Update: 12 May 2021
Subject: ILTS SIG Terms of Reference

SIG PURPOSE AND AIMS:

ILTS Special Interest Groups (SIGs) are being introduced to bring together clinicians, scientists and allied health professionals who share a common interest in specific aspects of liver transplantation, promoting education and research in a wide range of topics.

Key SIG tasks*

- Propose topics for ILTS Congress and specialist meetings
- Nominate invited speakers
- Select annual congress abstracts
- Develop ILTS clinical guidelines and consensus statements
- Develop ILTS online learning modules
- Prioritize and organize multicenter clinical research
- Edit and approve relevant online surveys

*** All should be done in consultation with any ILTS committee covering related scientific content, e.g. Basic and Translational Research, Anesthesia, Pediatrics, Pathology, Radiology**

Key SIG resources:

- Administrative support from ILTS staff
- Dedicated, mobile-optimized Listserv-style discussion groups
- ILTS.org learning modules
- Potential registry and research database development



INTERNATIONAL LIVER
TRANSPLANTATION SOCIETY

SIG proposals and Steering Committee nominations

- SIG Membership and Succession
- SIG membership is open to any ILTS member professionally involved in liver transplantation. However, the Steering Committee may invite non-member experts to join without the requirement of becoming an ILTS member.
- No individuals should be formally invited to join a Steering Committee before Executive Committee approval
- Coordinators and Steering Committee members serve 3 years after their first annual congress, renewable for up to 3 years
- New Topic Coordinators nominated by the President-Elect in consultation with the incumbents, approved by Council at the Winter Council Meeting.
- If exceptional service, President-Elect can recommend renewal of Topic Coordinator for 3 years
- Replacement Steering Committee members should be recommended by Topic Coordinators and President-Elect (not selected from online applications); contributions to SIG essential
- If service to the SIG has been exceptional and if recommended by the Topic Coordinator, the term of a serving committee member can be renewed for a maximum of three years by the President-Elect

SIG Membership and Succession

- SIG membership is open to any ILTS member professionally involved in liver transplantation. However, the Steering Committee may invite non-member experts to join without the requirement of becoming an ILTS member.
- No individuals should be formally invited to join a Steering Committee before Executive Committee approval
- Coordinators and Steering Committee members serve 3 years after their first annual congress, renewable for up to 3 years
- New Topic Coordinators nominated by the President-Elect in consultation with the incumbents, approved by Council at the Winter Council Meeting.
- If exceptional service, President-Elect can recommend renewal of Topic Coordinator for 3 years
- Replacement Steering Committee members should be recommended by Topic Coordinators and President-Elect (not selected from online applications); contributions to SIG essential



INTERNATIONAL LIVER
TRANSPLANTATION SOCIETY

- If service to the SIG has been exceptional and if recommended by the Topic Coordinator, the term of a serving committee member can be renewed for a maximum of three years by the President-Elect

SIG leadership roles:

- Co-ordinators and Steering Committee members will serve for three years, renewable for up to three years
- New Steering Committee members will be selected from online applications by the Topic Co-ordinator(s) and a senior committee member, to be approved by the President-Elect
- Topic Co-ordinator(s) will:
 - Oversee and correspond on behalf of the SIG Steering Committee
 - Set the agenda and preside over the annual SIG Steering Committee meeting and other SIG meetings
 - Maintain Steering Committee minutes or assign this task to another committee member
 - Work closely with ILTS staff to develop member communications and membership marketing
 - Participate in conference calls and one in-person meeting annually with the Council Liaison (President-Elect) or other ILTS leadership representatives. If the SIG Co-ordinator cannot participate, another Steering Committee member should be nominated
 - Maintain a list of SIG members
 - Prepare an annual report for ILTS council
 - Serve in other topic-related roles as requested by ILTS Council
 - Work with the Steering Committee to develop educational activities for SIG members
 - Assist ILTS in the identification of sponsorship opportunities related to SIG topics, in all cases referring interested parties to the ILTS Executive Director and headquarters team. In no circumstance should sponsorship negotiations or agreements be undertaken without the involvement ILTS management.
- Steering Committee members will:
 - Work together to effectively represent all SIG members



INTERNATIONAL LIVER
TRANSPLANTATION SOCIETY

- Serve additional responsibilities as requested by ILTS Council including
 - Review and update of abstract categories and descriptors for topics specific to the SIG
 - Propose a ranked list of abstract reviewers for each of the abstract categories specific for the SIG to be reviewed and approved by the ILTS President-Elect. Abstract reviewers should be selected on the basis of demonstrated expertise based on recent peer-reviewed publications in the specific area.
 - Work with the Topic Co-ordinator to develop educational activities for SIG members.
 - Assist ILTS in the identification of sponsorship opportunities related to SIG topics, in all cases referring interested parties to the ILTS Executive Director and headquarters team. In no circumstance should sponsorship negotiations or agreements be undertaken without the involvement ILTS management.
- Steering Committee performance metrics: annual report to Council, SIG growth, congress and specialist meetings program feedback

****These Terms of Reference for SIG governance and proceedings are as currently proposed and may be revised after further Council input****

Revision 12 May 2021, **SIG Succession**

Revision 21 November 2019, under **SIG leadership roles:**

Topic Co-ordinator(s) will:

- Assist ILTS in the identification of sponsorship opportunities related to SIG topics, in all cases referring interested parties to the ILTS Executive Director and headquarters team. In no circumstance should sponsorship negotiations or agreements be undertaken without the involvement ILTS management.

Steering Committee members will:



INTERNATIONAL LIVER
TRANSPLANTATION SOCIETY

- Assist ILTS in the identification of sponsorship opportunities related to SIG topics, in all cases referring interested parties to the ILTS Executive Director and headquarters team. In no circumstance should sponsorship negotiations or agreements be undertaken without the involvement ILTS management.

Revision 4 September 2018:

SIG membership is open to any ILTS member professionally involved in liver transplantation. However, the Steering Committee may invite non-member experts to join without the requirement of becoming an ILTS member.