ILTS SIG Terms of Reference

To: ILTS Special Interest Groups  
From: John Klinck, Special Projects Executive  
Last Update: 6 January 2022  
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
SIG proposals, Steering Committee nominations and membership

- Any ILTS member may propose a topic title for a new SIG by completing an online application.
- Applications will be evaluated initially by the Executive Committee and submitted to ILTS Council for approval.
- Each will be administered by a Steering Committee of ten members, including one or two co-ordinating individuals (Topic Co-ordinators).
- The application should recommend
  - five principal nominees, including topic co-ordinator(s)
  - three reserve nominees for ILTS Council consideration
- Council may then nominate two additional individuals, and up to five if preferred to the reserve nominees in the application (see next bullet point)
- The Executive Committee and Council may suggest a narrower or broader scope for any given topic, and may consider the balance of senior/mentor and younger faculty participation, as well as appropriate speciality and regional representation, as long as these serve the best interests of ILTS.
- 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.
- Before council approval, no individuals should be formally invited to join a Steering Committee.

SIG Steering Committee 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 three years after their first annual congress, renewable for up to three 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 three years.
- 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:

- Coordinators and Steering Committee members will serve for three years, renewable for up to three years.
- Topic Coordinator(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 Coordinator(s) 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.
  - 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 Coordinator 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
Record of amendments:

Revision 6 January 2022: corrections of incorrectly transcribed online version to accord fully with 12 May 2021 version

Revision 12 May 2021, SIG Succession

Revision 21 November 2019, under SIG leadership roles:

Topic Coordinator(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:

- 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.