



INTERNATIONAL LIVER
TRANSPLANTATION SOCIETY

ILTS Committee Terms of Reference

Membership & Communications Committee

Leadership: Vice Chair, Chair, Past Chair (1 year terms)

Responsible council member: selected by the ILTS President

Maximum number of members: 15, excluding trainees, Affiliated-Councilor and advisory roles

Key aims:

1. To promote membership growth in all countries and disciplines engaged in liver transplantation,
2. To oversee and enhance society communications with current and prospective members worldwide,
3. To seek and represent members' views to the ILTS leadership.

Key tasks and dates:

Work with the secretary and management secretariat to achieve these aims, specifically to:

1. Solicit the views of regional liver transplant specialists and trainees as to how ILTS might respond to their educational needs, and communicate these views to the ILTS leadership.
2. Promote collaborations and affiliation with regional societies and partner organizations in the field of transplantation.
3. Recommend and participate in other communication strategies to increase awareness of ILTS member benefits in all regions
4. Meet at the Annual Congress to review recent activities and member feedback, discuss council input from the most recent Council Meeting and develop an agenda for the following year
5. Review online applications for committee membership annually (January-March) and nominate replacements for members expiring in that year. The process as per ILTS Committees Policy, to be completed four weeks before the Annual Congress
6. Report twice yearly to ILTS Council: January-February written report for Winter Council Meeting agenda book, May-June written report for Annual Congress Council Meeting agenda book and chair to present in person.

Key performance metrics:

1. Satisfactory reports to ILTS Council
2. Growth in membership