

## **Committee Appointment Policy**

*Approved July 2022*

AES is governed by a volunteer Board of Directors. Most volunteer opportunities are available through the AES committee structure through which members guide, inform, and support the work of AES staff in alignment with the strategic plan and the annual budget.

AES recognizes that including members with a diversity of backgrounds and experience enriches its work and directly improves treatment of and outcomes for the diverse patient population members serve. The Society's long-term commitment to learning, reflection, collaboration, and creativity underlies its dedication for committees to reflect the diversity of experience, skills, and backgrounds of the Society of the whole.

### **Annual Call for Volunteers**

AES invites members to serve as volunteers through an annual open call for volunteers. The open call for volunteers will be widely announced to members including by posting on the AES website, and through other appropriate communication channels.

The call will provide access to information that will include a list of committees seeking new members, the charges of those committees, specific expertise or experience required (if applicable), and estimated time commitment. Members will be provided with a mechanism by which to submit their names for consideration for appointment which will include a statement of interest, skills and experience they bring to service, a brief biographical sketch, and a request to provide optional demographic information.

The call will allow a minimum of four weeks for members to submit interest. It will be timed such that the entire call, review and invitation process will be completed in time to allow new committee members to be invited to attend any committee meetings that may take place at the AES Annual Meeting or the end of the calendar year.

### **Eligibility**

Current AES members in good standing are eligible to serve on committees. The [AES by-laws](#) govern permitted types of participation based on membership category. Member categories which may not hold office or vote also may not serve as chairs or vote on committees but may otherwise serve as members of committees. If a member changes categories, they may complete their existing term and any change in voting status will become immediately effective.

Trainee member appointment to a committee is in addition to the voting members and is not counted in the total permitted number of members for that committee. If during their three-year appointment they transition to a full member, any

necessary adjustment to the total number of members permitted for the committee should be made on the next appointment cycle.

### **Appointment Criteria**

Each committee is uniquely organized based on its charge, current and future plans, and the number of positions determined necessary to achieve its goals. Individuals appointed to serve on committees should have skill sets, expertise, or interests related to the committee's needs and charge.

In considering applicants for committee positions, consideration must be given to balance and diversity in all its aspects, generally and specifically as it relates to the needs of a particular committee. Diversity will be assessed annually, and specific goals may be prioritized and communicated to chairs as necessary.

To make volunteer service available to as many members as possible, priority for new appointments of qualified candidates is given to members who a) have not yet had an opportunity to serve and b) are not currently serving on a committee with a term overlapping that of the new appointment term. The exceptions to the latter are service on committees that have a concentrated time commitment and/or require a large number of members with specific expertise. These committees include CME Review, *Epilepsy Currents* contributing editors, Epilepsy Research Benchmarks Stewards, Investigator Workshops, Scientific Program Committee, and Pediatric Content Committee. However, it remains the priority to appoint members to serve on one committee at a time whenever possible.

Past presidents, officers, and board members normally will not be appointed to serve on a committee or Council. Exceptions include committees and Councils where that seniority is a qualification (for example, the Development Council), and in appointments to special task forces or work groups convened outside the regular committee process.

### **Special or Supplemental Calls for Volunteers**

If fewer than the needed number of volunteers for any committee are identified through the open call for volunteers, chairs should a) first review the list of unappointed volunteers who were not selected for the committee they requested to determine if any are qualified and should be approached regarding interest b) identify members they may wish to directly contact regarding interest and c) if necessary, issue a committee-specific call for volunteers to all AES members or a targeted subset of AES members.

### **Invitation to Serve**

Before formal invitations are sent to invited new committee members, the composition of committees and Councils in total will be reviewed by staff, and if necessary, by the Governance Committee, to assure that general appointment requirements as well as diversity goals have been achieved. Once this review is final, new committee members will be notified of their selection. They will be required to sign and return a confirmation of acceptance of appointment to finalize their appointment.

Staff liaisons in partnership with committee chairs and vice chairs will be responsible for assuring appropriate orientation to the committee and its work for newly appointed members.

AES staff also notifies those not selected to serve on a committee, including informing them that should additional openings occur during the year those not selected through the current call will be considered before other members are solicited for participation.

### **Terms**

Committee terms are for three years, starting January 1 of the first year and ending December 31 of the third year.

Committees should be structured so that approximately 1/3 of the membership will rotate in any given year. If a committee has fallen out of compliance with this rotation requirement, new member terms may be adjusted to bring the committee back into compliance over time. This adjustment does not require Governance Committee approval to be instituted.

### **Reappointments and Term Extensions**

A member may move from regular member to Vice Chair and subsequently to Chair on the same committee, but members are not reappointed to second terms as regular members. In rare cases, such as to cover term transitions when a work group moves to full committee status, a member may be appointed to serve an extended term, but any such extension requires approval of the respective Council and of the Governance Committee.

### **External Liaisons**

Some Councils or committees have AES liaisons from related organizations serving ex officio, non-voting. These liaisons do not count toward the total committee member limit and are not selected through the annual call for volunteers. These individuals are usually appointed by their respective organizations upon invitation from AES, which invitation must be approved by the Governance Committee and Board. They are not subject to the usual three-year term requirement, although this is preferred if possible, and may change when an organization requests.

Each year at the time committee appointments and composition are reviewed staff liaisons should reaffirm with the external organization liaisons that their organizations agree to continued service as liaisons.

### **Task Forces and Work Groups**

Reference the Governance Policy on Organization Units for definitions of task forces and work groups. Task forces and work groups are not populated through the open call for volunteers but through appointments by the President, committee or Council chairs, or special calls. Terms for members appointed to these entities will depend on the charge and project length and are not subject to the usual three-year term expectation.

Should a task force or work group transition to a regular committee status

members serving on those task forces or work groups may be invited to continue service on the committee without going through the usual volunteer application process. These individuals and their proposed committee terms should be provided to the Governance Committee for approval at the same time they consider and approve the work group or task force transition. Proposed terms should take into consideration the required rotation expectations for committees as well as any allowance for appointment of new members.

### **Special Situations**

#### Interorganizational Collaborations

In cases where AES is collaborating with another organization, the resulting task force, work group or committee may include individuals who are not AES members. These individuals have voting rights in these special situations. These are the only circumstances in which non-members can serve on AES committees.

#### Epilepsy Currents

Senior editor terms are specific to *Epilepsy Currents* and set out in a separate Governance Policy. Contributing editors may serve two sequential three-year terms, subject to invitation to serve a second term by the senior editors.

#### Epilepsy Research Benchmarks Stewards

The Epilepsy Research Benchmarks Stewards Committee is divided into Areas based on the benchmarks topic categories. Each Area has co-leads who are appointed through the regular vice chair process. Stewards must also be approved by the Governance Committee and Board.

Members of the Areas may be solicited via the open call for volunteers and are also invited based on specific expertise required. One patient advocate for each area is selected from nominees solicited and prioritized by the Epilepsy Leadership Council Steering Committee.

Terms of members should be staggered to assure continuity between Curing conferences. Terms are 5 years to coincide with the timing of the Curing the Epilepsies Conference.