

WSO Committee Guidelines

1. Committee Functions

In general, WSO committees serve to identify and meet the needs of the WSO Board and members within specific areas of interest and activity. The WSO committees also report on or take action on activities delegated by the President and Board of Directors.

WSO committees further the work of the organization in specific, defined areas. They also are the principal means through which members can volunteer in their areas of particular interest.

2. General Rules for WSO Committees

In addition to the specific roles required by individual committees, WSO Committees are expected to actively participate in the work of the WSO, and focus on the best interest of the organization.

a) The Co-Chairs and committee members must be WSO members (a priority will be given to WSO board members)

b) A committee member should serve on no more than 2 committees except endorsed by the executive committee

c) The position of the Co-Chairs would be advertised to all WSO members. Applications would be reviewed and appointed by the Executive Committee. Under usual circumstances at least one of the Co-Chairs must be a board member. Consideration will be given to members with relevant professional skill base, geographical representation of the WSO, stage of career and gender.

d) The position of the committee members would be advertised to all WSO members. Applications would be reviewed and appointed by the Co-Chairs with assistance from the WSO Secretary, then endorsed by the Executive Committee. Board members are encouraged to apply. Consideration will be given to members with relevant professional skill base, geographical representation of the WSO, stage of career and gender.

e) All Chairs will convene Committee meetings, supported by the WSO office staff if necessary

f) Committee Chairs report to the Executive Committee and full Board. Each Committee Chair must submit a report of activities to the Board, via the WSO Secretariat, at least once a year

- g) An evaluation of each committee will be carried annually to assess its effectiveness – if a committee is inactive, the Board could consider removing it. This evaluation will be conducted by the Executives on an annual basis and include performance against the WSO strategic plan and regularity of reports. The evaluation would include consideration of the ongoing relevance of the committee.
- h) After evaluation and approval, the Executive can recommend that a committee be disbanded for an endorsement by the full board.
- i) Committee chairs will serve a term of 4 years. They may be appointed to a second 4 year term, but should not serve as Chair for more than 2 terms
- j) Under usual circumstances, a WSO member may only chair one committee, unless approved by the Executive Committee
- k) Each committee should have a minimum of 3 members and an approximate maximum of 10 members
- l) Committee members are appointed for 4 years. They may serve a maximum of 2 terms. A committee may invite non-voting observers.