

STRUCTURE OF ILAE ORGANIZATIONAL ENTITIES (March 2020)

	Council	Regional Executive Board	Topic Oriented Commission	Committee	Task Force
Purpose	Serves as an oversight and coordinating group with a specific purpose for an indefinite period of time (ie., standing council), based on functions defined by the League's Mission and Strategic Plan. The council is responsible for long- and short-term planning, for policy review and recommendation to the Executive Committee. May appoint Task Forces.	1 elected body for each of the 6 regions, as defined in the Constitution and Bylaws. Creates strategic aims and overviews implementation of ILAE activities in the region, in keeping with ILAE strategic plan. The Chairs of each Region constitute the Regional Board. May appoint Task forces.	Group assigned to examine a specific topic and recommend how the League can help move forward with a global or international perspective; has clearly identified goals and steps to realize these goals. Terms are defined in the bylaws. May appoint Task forces. **currently many Task Forces function as topic-oriented commissions	First level organizational entity tasked to carry out a specific work. It may also direct and monitor the specific activities carried out by task forces/work groups.	Sub-group assigned very specific and defined tasks under the direction of appropriate council, committee, commission or Executive; scope is normally quite focused. Terms are defined in the bylaws. **currently many Task Forces function as topic-oriented commissions
Appointed by	Executive	Elected by each Region	Executive	Executive	Council, Board, committee, commission, Executive
Reports to	Executive	Executive	Executive	Executive	Council, committee, Board, Commission, Executive
Duration	Standing	Same term as the Executive	Usually same term as Executive	Same term as the Executive	Task dependent
Appoints Task Forces	Yes	Yes	Yes	Yes	No
Relation to Executive	Chair serves as ex-officio in Executive	Chair is member of executive	Reports to Executive	Reports to Executive	Reporting as indicated
Examples	Education, Publications, Congress, Global Advocacy	6 Regional Committees	Many existing topic-oriented commissions	Finance, Budget review, Elections	Many existing task forces

EXPLANATIONS:

1) *Organizational structure, definitions, reporting structures*

- **Council** - Serves as an oversight and coordinating group with a specific purpose for an indefinite period of time (ie., standing council), based on functions defined by the League's Mission and Strategic Plan. The council is responsible for long- and short-term planning, for policy review and recommendation to the Executive Committee. Appointed by and reports directly to the Executive Committee. Chair serves as an ex-officio member of the Executive Committee. Councils can have Task Forces whose role is outlined below. Examples of Councils include Education, Publications, Congresses, Global Advocacy.
- **Regional Executive Board:** Terms defined in the Constitution and bylaws, may referred to as Regional Executive Committee in these documents.
- **Topic-Oriented Commission** – Group assigned to examine a specific topic and recommend how the League can help move forward with a global or international perspective; has clearly identified goals and steps to realize these goals. Appointed by and reports directly to the Executive Committee. Term of the Commission is usually the same as the term of the Executive. May appoint Task forces. **Currently many Task Forces function as topic-oriented commissions
- **Committee** - First level organizational entity tasked to carry out a specific work. It may also direct and monitor the specific activities carried out by task forces/work groups. Is appointed by and reports directly to the Executive Committee. Examples of standing committees reporting to the Executive Committee include Finance, Finance Advisory, Elections, Budget review.
- **Task Force** – Sub group assigned very specific and defined tasks under the direction of appropriate council, committee, commission or Executive; scope is normally quite focused. Term is task dependent. Appointed by and reports directly to overseeing council/committee/commission. **Currently many Task Forces function as topic-oriented commissions

2) *Appointment method*

Council

- Chair – appointed by the President in consultation with the Executive Committee
- Member – As specified in membership requirements of the specific Council, otherwise appointed by President in consultation with Council Chair and Executive Committee.
- Management Committee Liaison – appointed by the President

Topic-Oriented Commission

- Chair – appointed by the President in consultation with the Executive Committee
- Member - appointed by President in consultation with Chair and Executive Committee.
- Management Committee Liaison – appointed by the President

Regional Executive Board

- Elected
- Terms defined in Constitution and bylaws

Committee

- Chair – appointed by the President in consultation with the Executive Committee
- Member - appointed by President in consultation with Chair and Executive Committee.
- The composition of some Committees (e.g., elections) is pre-established in the bylaws.

Task Force

- Chair /Co-Chair– appointed by the President in consultation with the Chair of the overseeing Council/Committee.
- Member - selected by the Chair with advice and consent of the of the overseeing Council Chair, President and Executive Committee.

3) Terms and term limits

Council

- Chair – serves for four years, and cannot serve more than one term as Chair; will have served in the council in the previous term
- Member - will serve for the duration of their term in the office they represent, with a maximum of 4 years
- To allow for overlap with consecutive Executive Committees, one half of the members are appointed two years after the installation of each Executive Committee.
- NOTE: Publications Council may be a special case, determined by Editor’s appointments and terms of contract.

Regional Executive Board

- Same duration as Executive
- Terms defined in Constitution and bylaws

Topic-Oriented Commissions

- **Will be handled as it is currently noted in the Commission Manual (below)**

- “The term of office of each Commission shall expire within six months of the end of the term of the Executive Committee to complete unfinished business. The Commission may be renewed in the same or a revised composition by the new President of ILAE. Irrespective of the final composition, it is recommended that the out-going Chair(s) be retained as a member of the new Commission and be involved in the generation of the revised Strategic Plan for the new Presidential term.”

Committee

- Although the Committee itself may be a standing committee, Its members are appointed for the duration of the term of the executive.

Task Force

- As determined by its task and reporting body, ie., Council, Committee or Executive

4) *Composition for Councils, Regional Boards, Topic-Oriented Commissions, Committees, Task Forces*

- Selection of members should first take into consideration the professional competence needed to fulfil the purpose, and secondly ensure appropriate geographical, gender (sex?) and age representation.
- It is preferable but not required for a committee to be composed of an odd number of members.
- The number of members should be limited to ensure the group can work effectively, while having the necessary expertise and representation to accomplish its aims. For councils a typical number is between 6 and 10 members plus the chair
- If a member leaves mid-term, the new appointee will serve the same term as the original member

5) *Reporting*

- All Councils/Regional Boards/Topic-Oriented Commissions/Committees will create and submit interim annual reports and submit a final report at the conclusion of the Executive Committee’s term
- Task Forces provide reports as needed to the overseeing body
- All are encouraged to provide periodic progress reports to their Executive Committee liaison for review by the Executive Committee.
- Action items requiring Executive Committee approval or voting should be given to the appropriate Executive Committee Liaison in written form

Revised April 2020