

# EADV TASK FORCES BYLAWS

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## Bylaws of the Board Section 5.4. "Task Forces"

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### **Task Force Definition**

A Task Force (TF) is defined as a group of specialists who bring together their skills and expertise to enable the EADV to influence and advance specific fields of scientific, clinical or educational relevance, to Dermatology and Venereology.

Each Task Force is concerned with a specific area of scientific, clinical or educational relevance. Task Forces are internal to the EADV and can be considered as “centres of excellence”.

### **Purpose of Task Forces**

Task Forces enable the EADV to influence, promote and develop specialist areas within Dermatology and Venereology, to provide *i)* a mechanism for greater engagement of EADV members in their fields of expertise and *ii)* links to existing subspecialty and other scientific and professional societies.

### **Function and Role of Task Forces**

Task Forces play an important role in education, information, practice recommendations and communication.

They also provide an advisory role to the EC/Board regarding unmet needs in clinical practice, education and research in, or advocacy for, Dermatology and Venereology.

Task Forces should promote innovation by stimulating the initiation of projects and proposals.

#### 1. The Task Force can have the following functions:

- a. Contribute names to the database of speakers and provide up-to-date topics in the sphere of interest of that Task Force for potential inclusion in the scientific programmes of the EADV.
- b. Organize or support scientific sessions within its area of expertise either within the Congresses/Symposia of the EADV or independently (EADV School courses)
- c. Develop educational materials for specific groups including postgraduates and the general public.
- d. Contribute to reviewing and/or producing evidence-based guidelines for clinical practice in the area of expertise of that Task Force, either independently or in collaboration with other relevant organisations (such as sister or subspecialty societies).
- e. Develop proposals or projects for consideration by the Project Proposal Review Committee (PPRC) or seek funding by other agencies to instigate and conduct studies appropriate to its area of expertise.
- f. Complete online surveys of EADV members for epidemiologic or clinical purposes or practice-related trends.
- g. Prepare position statements and/or provide expert opinion statements on matters related to its area of expertise.

- h. Support the PR activities of EADV by deploying the expertise of the Task Force members to provide advice and input to the Communications Committee as required.
- i. Provide content for the communication functions of the EADV (based on new studies, discoveries, treatment breakthroughs).
- j. Conduct any other activities that fulfil the aims of the EADV.

2. Each year, the Task Force will produce an annual report for the Board that will contain a summary of their activities and proffer evidence of outcomes achieved (including a report of the annual meetings) and present plans/projects for the next year.

A Task Force may be asked to present its activities at the request of the Task Force Facilitator, EC or Board.

### **Establishing a Task Force**

1. Task Forces can be established following a proposal by an individual or individuals, or be created following the invitation of the EC/Board with the aim of covering a specific need in a defined area or field of the specialties of Dermatology and Venereology.

2. Prior to establishing a Task Force, a mission statement should be produced and should include the aim(s), strategy plan, structure and suggested Chairpersons/members of the Task Force (official template provided).

3. The mission statement will be reviewed by the Task Force Facilitator and considered by the EC for recommendation to the EADV Board.

4. Each Task Force will have a duration of four years with a possibility for an additional four-year extension. Further extensions can be requested if an adequate justification of on-going activities is provided. Task Forces will be notified to apply for extension in sufficient time by the EADV TF Office.

5. The four-year term of each TF will commence following Board approval at the Annual EADV Congress. The first year of operation will be considered completed at the end of the following year's Annual EADV Congress.

6. Duplication with existing Task Forces should be avoided. If a new TF shares similar areas of expertise with an already established one, then a clear set of distinct aims (and different from those of the existing TF) needs to be provided in order to justify the approval of the new Task Force.

7. The Board can dissolve a Task Force at any time. The criteria may include:
- The Task Force has fulfilled its purpose and length of duration
  - There has been a lack of communication or measurable and sustainable activity for two years
  - There is a lack of strategy plan/goals in the annual report
  - Failure to fulfil expectations
  - Failing to be integral to the future strategy of the EADV

### **Task Force Leadership**

1. A Chairperson and one or two Co-Chairs will lead and co-ordinate the affairs of each Task Force.
2. The Chairperson and Co-Chairs will be nominated from amongst the Task Force members following a consensus decision by all the members.  
If several Task Force members wish to apply for leadership positions in the Task Force, then an election should be held by Task Force members.
3. The initial term of office of the Chairperson and the Co-Chairs will be of four years and can be extended by consensus decision of the members of the TF. If after four years, other TF members wish to apply for TF leadership, then an election, based on a majority of votes cast, should be held by Task Force members. TF Leadership should be confirmed by the Board (approval of the annual TFF report).
4. The Chairperson and the Co-Chairs should be EADV members and should not be Chairs of other EADV Committees, Working Groups and/or Task Forces.
5. Only one Co-Chair can be member from the same country as the Chairperson.
6. The role of the Chairperson is to:
  - a. Organize the meetings of the Task Force; at least one annual meeting should take place.
  - b. Communicate with members of the Task Force.
  - c. Set the defined tasks of the Task Force and co-ordinate their completion.
  - d. Complete the annual report to the EC and Board.
  - e. Communicate with the EADV (TFF, EC, Board, Committees, administrative office, etc.).
7. The role of the Co-Chair(s) is to:
  - a. Assist the Chair in the above tasks
  - b. Undertake a specific project or task based on decision(s) made by the Task Force or the Chair.

8. If a Chair wishes to step down or is unable to fulfil his/her role, then a Co-Chair will take the lead as acting Chair until a consensus decision or an election by TF members can take place, and shall be considered passed by a majority of votes cast.

If a Task Force is left with no Chair/Co-Chair, having the TF members failed to reach consensus, the new leadership of the Task Force should be elected by the Board.

9. Conflict of Interest Disclosure: Task Force Chairs should understand that they occupy a position of trust and are expected to act at all times in the best interests of the Academy in good faith and without favour or bias, avoiding even the appearance of using their positions to advance any personal interests. They should not act for personal or third-party gain. Task Force Chairs must submit descriptions of all personal and professional circumstances that might create a conflict of interest. A comprehensive disclosure of financial relationships with any commercial concern engaged in producing health care goods or services consumed or used by patients must be indicated on the EADV Conflict of Interest Disclosure Form. Task Force Chairs are requested to submit an updated Conflict of Interest Disclosure Form on an annual basis.

### **Task Force Membership**

1. The core group of a Task Force is composed of certified dermatologists-venereologists who are invited to join a specific TF based on their expertise, experience and research/clinical interest related to a specific subject.

2. Any EADV member in good standing can become a member of a Task Force. A motivated application letter can be sent directly to the TF Chair who will submit the request to the TF members for approval.

3. Upon invitation, a non-dermatologist/venereologist who has a special expertise or a proven track record in the particular field of a Task Force and could substantially contribute to its work, can also become a Task Force member or can be involved in a specifically designated activity of the Task Force.

4. Mentorship: Task Force members can invite residents in dermatology-venereology who are in-training to become “junior members” of the Task Force. Endorsement by a TF Chair is required. The number of TF junior members cannot be more than 1/5 of the total number of TF members.

Junior members have no voting rights and are not eligible for Task Force leadership. Once the trainees become certified dermatologists, they can request or be invited to become full members of the Task Force.

5. A minimum of five members from four different European regions are required to be part of a Task Force; there is no upper limit.
6. The names of the members and any change of the composition of the TF should be included in the annual report to the TFF/EC/Board.
7. All Task Force members are expected to be, or encouraged to become, members of the EADV.

### **Task Force Facilitator**

1. There will be an elected Task Force Facilitator (TFF) with administrative support to oversee Task Forces (EADV TF Office).
2. The role of TFF is to:
  - a. Review the initial application and the annual report of TFs.
  - b. Compose reports to the EC/Board on the initiation, status and progress of TFs.
  - c. Co-ordinate and intermediarise the interaction of TFs with EC/Board/Committees.
  - d. Review the content of any material produced by TFs.
  - e. Assess any specific requests by TFs and make requisite proposals to the EC/Board.
3. The TFF is elected by the Board with a four-year term.
4. A new TFF (TFF-elect) is elected one year prior to the termination of the running TFF, in order to ensure continuity.

### **Evaluation of Task Force Productivity**

Task Forces are evaluated based on their realisations and their annual report; this is mandatory and should be submitted to the EADV TF Office by 15th January of the following year.

The TF Office will use an evaluation system for monitoring purposes.

The TFF will submit an annual report, including all the TF reports, to the EC and Board for approval.

The EADV expects that all Task Force members and leaders will contribute to the effectiveness of the TF.

Task Forces should ensure that they generate productive internal interactions, equality and collegiality and that they collaborate effectively to assure the highest quality, mutually rewarding functionality and management. The Task Force Facilitator is entitled to assess individual TF performance and/or request an internal TF assessment.

### **Task Force and Task Force Member Responsibility and Liability**

Task Force members are experts, discharging their tasks within any of the Task Forces in accordance with the highest professional and scientific standards (including peer review methodology).

Task Force members acknowledge and accept that any materials (such as guidelines or any other contents) delivered by them for publication (such as through the JEADV, the EADV News, the EADV Website or other EADV publication channels) do not undergo any further quality review by the EADV and are under the direct and immediate governance and therefore responsibility and liability of each Task Force member. The EADV will accept no responsibility or liability in these regards.

### **Administrative Regulations**

These should be concordant with EADV Statutes and Internal Rules except where there are documented, explicit differences.

1. Expenses related to the function of the Task Forces will not be covered by the EADV. Any financial needs that are related to the work or project of Task Forces can be submitted for consideration by the PPRC or the EC.
2. Task Force meetings are expected to take place at EADV Congresses or Symposia. No administrative support can be provided, but the following can be requested of the EADV TF office without submitting a business plan:
  - One room for up to 20 people
  - Screen, beamer
  - Catering: Coffee, tea, mineral water
  - Maximum time duration of the meeting: two hours

Extra-meeting time or extra-meeting room:

On special and specific written request the possibility to organize TF meetings of more than 20 people or joint TF meetings can be considered by the TF office; it can only be granted depending on the availability of suitable meeting rooms.

3. The EADV supports the Task Forces with non-financial means (IT assistance, software, survey platforms, online support tools etc.) provided that a cogent written request is made and depending on resource availability at the time of request.

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### **EADV Headquarters**

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