



EADV TASK FORCES GUIDELINES

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From the EADV Internal Rules:

Task Forces

The EADV's Board may validly establish Task Forces, which shall enable the Academy to influence and keep updated on specialist areas within dermato-venereology. The specific Task Forces Guidelines apply.

Guidelines for EADV Task Forces (March 2015) Approved by the Board of Directors at the 47th Board Meeting

Purpose of the Task Forces:

Task Forces enable the EADV to influence and keep updated on specialist areas within dermato-venereology, providing a structure for greater engagement of EADV members in their fields of expertise and links to existing sub specialty societies.

Task Force Terms of Reference:

1. The Task Force will develop a mission statement, aims and a business plan to include resources. These will be reviewed by the Task Force Facilitator and considered by the Treasurer/EC for recommendation to the EADV Board. This includes all Task Forces in existence prior to these guidelines.
2. The Task Force will produce a summary of the year's activities for the Board with evidence of outcomes achieved. A Task Force may be asked to present their activities at the request of the EADV President and/or Task Force Facilitator.
3. The Task Force will contribute names to the database of speakers and provide up to date topics in the sphere of interest of the Task Force from which to make suggestions for the EADV Scientific programmes. It will assist the Scientific Programming Committee and its Chair to identify speakers and topics for other meetings as required.
4. The Task Force will be available to support the PR activities of EADV by providing advice and input to the Media & PR Committee as required using the expertise of the Task Force members.
5. The Task Force should contribute to reviewing and/or producing evidence based guidelines for their area of expertise organisations where this is beneficial for patients' care, in collaboration with other relevant organisations, such as Sister Societies.

6. The Task forces may also be involved in:
 - developing educational materials for specific groups including postgraduates and the general public
 - developing proposals for consideration by the Project group to instigate and conduct studies appropriate for the area of expertise of the task force
 - any other activities which fulfil the aims of EADV
7. The Task Force will support EADV fund-raising efforts as required by the Treasurer.
8. The Board can dissolve the Task Force. The criteria may include:
 - a. Task Force has fulfilled its purpose
 - b. Failure to respond to requests for information
 - c. Lack of measurable activity for 2 years
 - d. Lack of business plan/template

The Board can dismiss a Task Force at any time, should it not be integral to the future strategy of EADV.

9. Any proposals for new Task Forces should be submitted using the template provided, to include a mission statement and key aims of what the Task Force is expected to achieve. Duplication with existing task forces should be avoided.

Task Force membership:

1. Members of the Task Force will be appointed by the Board in the first instance. Any EADV member in good standing can be a member of a Task Force.
2. The Task Force will nominate a chairperson(s) from within the Task Force members. If there are Co-Chairs, turnover of Co-chairs should be staggered.
3. The chairperson(s)'s initial term of office will be for four years, extended by 2 years by officially making a request to the Board.
4. Chairpersons should not be chairs of other EADV committees, working groups, Task Forces.
5. Persons active in the field of a Task Force who are not EADV members may be invited by the chairs to take part in specific activities and to join EADV.
6. The Task Force can invite further members as it sees fit.

Administrative regulations:

These should follow the EADV Statutes and Internal Rules except where there are documented, explicit differences.

1. There will be an appointed Task Force facilitator with administrative support to oversee Task Forces.
2. Provision of any expenses is dependent on approval of a business plan as submitted on the template. For any large sums, the Task Force may be asked to send proposals to the Project Proposal Review Committee for consideration.
3. Task Force meetings are expected to take place at EADV Congresses only (not Symposia due to lack of space/staff). No administrative support can be provided but the following can be by request of EADV office and without submitting a business plan:
 - 1 room for up to 20 people
 - Screen, beamer
 - Catering: coffee, tea, mineral water
 - Maximum time duration of the meeting: 2 hours
4. If a Task Force wishes to meet in another location then, they should provide a budget to be approved within the business plan. No administrative support for such a meeting will be provided unless included in the business plan.
5. For additional Task Force meetings, the EADV house in Brussels can be used between office hours (8.30-17.00). Maximum 20 people. Catering support, but not travel expenses nor dinner, unless approved as part of the business plan.

Approved:

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Contact and Administrative Support

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