

## ESPE Guidelines for Committees October 2018

### 1. Terms of office

The term of office for all committee members, including Chairs of the committees shall be three years. At the end of the initial term, committee members have the option to extend their term for one year, or stand for re-election for a second and final term.

### 2. Appointment

2.1 Vacancies for positions on all committees shall be advertised to the ESPE members on the ESPE website with deadlines highlighted via the ESPE email alert and shall include the following details:

- Details of vacancy
- Workload of committee and vacancy
- Frequency of meetings of the committee
- Term of office of the existing committee member
- Details of how to apply for vacancy (e.g. submission of CV, cover email, etc.)

2.2 Committee chairs shall liaise with the ESPE Team regarding any upcoming vacancies.

2.3 Members interested in joining the committee should apply for the vacancy according to the instructions on the advert. Recommendations for the successful candidate(s) will be made by the existing committee members (with the Chair having the deciding vote if required) to the ESPE Council, who will approve the appointment of the candidate.

2.4 Members of committees must be ESPE members, except those who are ex-officio or co-opted members of that committee (e.g. local organiser of Schools; sponsor company representatives).

2.5 Where possible committee members should only serve on one committee at a time. Exceptions to this guideline will be permitted where there are no other candidates available, or where they are on a second committee in their capacity as a member of another.

### 3. Chairs of committees

3.1 The chairs of committees should normally, where possible, have served at least one term as a member of the committee prior to serving as chair of the committee.

3.2 Vacancies for committee chairs shall be announced and appointed as above.



- 3.3 It is acceptable for one ESPE member to serve more than two terms on the same committee, if they move to a different position on that committee (eg two terms as a member and then a term as Chair).
- 3.4 The chair of one committee should not chair another committee at the same time. However, exceptions to this guideline will be permitted where there are no other candidates available to chair the committee.
- 3.5 If applicable, the chair of the committee shall be responsible for ensuring that the content of the ESPE web page relating to that committee is kept up to date, by liaising with the ESPE Team.
- 3.6 The chair of the committee shall report to ESPE Council via the appropriate Council representative.

#### **4. Aims and Remit**

- 4.1 The aims of each committee should be set out in the individual remit of the committee.

#### **5. Communication with committee members**

- 5.1 All committee members agree to being contacted by ESPE and the ESPE Team by email and to their email address being shared with the other committee members, to enable the communication and functioning of the committee.