

[TEMPLATE]

Terms of Reference

for Steering Committee of EUPHA sections

[INSERT: SECTION NAME]

Background

The EUPHA Section Council and Executive Council deem having a section Steering Committee to be good practice and therefore encourage sections to establish a Steering Committee. This document describes the Terms of Reference for the section's Steering Committee, consisting of general terms that apply to all sections and complementary section-specific terms.

PS: Different names are in use for Steering Committee-like structures for the sections, e.g., steering group, steering board or advisory group. In this document, the term Steering Committee is used. This term should be seen as covering all groups of experts acknowledged by the section President and EUPHA office/the Executive Council that provide support to a section, regardless of the name of the group.

Role and tasks of the Steering Committee

General

1. The Steering Committee supports the section President and vice-President(s) in their section work. As a minimum, this entails providing advice for the section's strategy, workplan and activities. But it may also entail more hands-on support, e.g., contributing to section newsletters or to webinars or workshops organized by the section. It is up to the section President and vice-President(s) in consultation with the Steering Committee to determine the precise tasks for the Committee: see the section-specific points below.
2. The Steering Committee safeguards the scientific quality and integrity of the section's activities, outputs and processes. When the Steering Committee identifies major issues that they feel cannot be solved satisfactorily with the section's President and vice-President(s), the Steering Committee should contact the EUPHA office.
3. The Steering Committee together with the section President and vice-President(s) assesses the applications for the position of section President in times of elections. When there are multiple applications and a shortlist needs to be made, this also is a joint decision by the President, Vice-President(s) and the Steering Committee.
4. The Steering Committee serves as the first point of contact for EUPHA office/the Executive Council in the unusual event that both the President and Vice-President(s) are unavailable for a longer period of time. The Steering Committee will then be consulted on how to best safeguard continuity of the section and Steering Committee members may be asked to temporarily step in.

5. In consultation with EUPHA office, the section President may delegate EUPHA representation in external advisory and stakeholder groups and events to a Steering Committee member.
6. Steering Committee members are listed on the section-specific webpages of the EUPHA website. This is both for transparency and for giving visibility to the Steering Committee members. A certificate acknowledging Steering Committee membership can be provided by the EUPHA office on request.

Section-specific

1. [To be further elaborated by the section]

Composition of the Steering Committee

General

1. The President of the section appoints the members of the Steering Committee. It is recommended that the President consults the Vice-President(s) on new nominations, as well as existing Steering Committee members.
2. It is recommended to apply terms of three years for Steering Committee members with the possibility to do a second term when mutually agreed. Continuity, however, is important, so a situation in which the all/the majority of the Steering Committee members step down at the end of a President's two terms should be avoided.
3. It is recommended that the Steering Committee consists of at least five members.
4. Steering Committee members in principle have to be EUPHA members. Exceptions are possible in consultation with the EUPHA office/the Executive Council. Steering Committee members who are not EUPHA members, however, cannot represent EUPHA in external advisory and stakeholder groups and events.
5. It is recommended to ask the past section President to become a member of the Steering Committee as this will be beneficial for the continuity of the section.
6. It is recommended to include at least one young professional in the Steering Committee.
7. Next to age/experience, it is recommended to strive for diverse representation in the Steering Committee in terms of gender, age, background, institution, countries (LMIC), and other aspects that the section may deem relevant and important.
8. Steering Committee members should preferably be drawn from different institutions and different countries. A good geographical balance from the WHO European region perspective should be strived for.
9. The steering committee together with the Vice-President(s) and the president are accountable for the success of the section.
10. When holding multiple positions within sections, to be able to fulfil fully the role and responsibilities, the following rules apply:
 - a. A section president cannot serve as a vice president in another section but may hold one additional role as either a steering committee member or a section member.
 - b. An individual can serve as vice president in up to one section and as a steering committee member in up to two sections.
 - c. If a person does not hold any other leadership role, they may serve as a steering committee member in up to three sections.

Section-specific

1. [To be further elaborated by the section]

Profile of Steering Committee members

General

1. Steering Committee members are active in the field of public health, either as a practitioner, researcher, policymaker, or another type of profession.
2. Steering Committee members are committed to EUPHA and EUPHA's vision and mission.
3. Steering Committee members conduct themselves professionally, both internally within the Steering Committee/section and externally when representing EUPHA.

Section-specific

1. [To be further elaborated by the section]

Working process of the Steering Committee

General

1. There are at least two Steering Committee meetings a year. After the meeting, the minutes and participant list of the meeting should be circulated. In principle these are initiated by the section President and/or vice-President(s), but in the unexpected event that this does not materialize, the Steering Committee members may organize meetings themselves.
2. Steering Committee meetings will mostly be virtual. It is recommended to see whether an in-person meeting can be organized during the annual EPH conference, as many Steering Committee members may attend the conference.
3. It is recommended that each person in the Steering Committee has a specific role in the section – e.g. communications, advocacy, capacity-building, partnerships, advising, etc.

Section-specific

1. [To be further elaborated by the section]