



COMMITTEE CHAIR POSITION DESCRIPTION STANDARDS & GUIDELINES COMMITTEE

AIMS AND SCOPE OF THE STANDARDS & GUIDELINES COMMITTEE

As part of its mission, ISHLT engages in the development of Professional Practice Guidelines and Consensus Statements, Health Policy Guidance Statements, Standards Statements, and other publications regarding care of patients with advanced heart and/or lung disease.

ORGANIZATIONAL STRUCTURE

The Chair has oversight of the ISHLT Standards & Guidelines (S&G) Committee. The Chair is responsible for ensuring that the committee is populated in a manner that best equips it to carry out its mission in a timely manner.

The S&G Chair works in collaboration and consultation with the ISHLT Statements & Publications Oversight Committee (SPOC) and, by extension, the ISHLT Board of Directors.

The Chair sits on the SPOC and reports key performance indicators. The SPOC will periodically evaluate the performance of the Chair in consultation, as needed, with the ISHLT Board of Directors, using criteria including strategic direction, metrics, and the successful publication of ISHLT documents. All committee appointments requested by the S&G Chair require SPOC approval.

DESCRIPTION OF RESPONSIBILITIES

The Chair shall strive to:

- Oversee the efficient development of the most impactful, and highest quality documents within the scope of the ISHLT.
- Remain aligned with the strategic direction and structural requirements of the ISHLT.

The Chair, upon the advice of the S&G Committee and the SPOC, shall have the ability to retain, adapt, or change policies and practices in the development of ISHLT documents, such as word limits. All changes must be approved by the SPOC prior to implementation.

In addition to the overall roles of the S&G Committee, the Chair shall:

- Provide initiative, leadership, and guidance to S&G Committee members to accomplish their responsibilities of the Committee and as outlined in the ISHLT Document Development Policies, and any additional responsibilities assigned by the SPOC or Board of Directors.



- Provide guidance and oversight to the S&G Committee regarding policies related to content production, approval, and publication and oversee adherence to them.
- Ensure adherence of all documents and contributors to S&G policy and procedures, provide course correction as needed, and advise the SPOC on any discrepancies or deviations from standard practice.
- Communicate directly with Project Leads as needed to address any issues arising from the development or review of documents, and to discuss approval and publication decisions. Preparation for any such discussions may include separate consultation with the SPOC Chair and Vice Chair, and/or the *JHLT* Editor-in-Chief.
- Participate in discussion with the SPOC Chair and Vice Chair, *JHLT* Editor-in-Chief, and/or *JHLTO* Editor-in-Chief as needed to improve processes or performance.
- Engaging the S&G Committee in discussing continuous improvement of the ISHLT Document Development Policies and improving their understanding of the processes.
- Working with ISHLT staff to arrange appropriate, timely, and efficient review of the ISHLT applications and documents submitted for approval prior to publication in *JHLT*.
- Oversee final review of the **scientific content** of all ISHLT documents by the S&G Committee, and advise the SPOC on the suitability of such content for publication.
- Preparing regular reports to the SPOC and Board of Directors, showing the metrics used to evaluate the success of the development process and the success of published ISHLT documents.
- Ensuring that their conduct conforms to the highest standards of professional conduct and scientific integrity, is consistent with all applicable laws and regulations, and reflects positively on the ISHLT; and promoting the same standards of conduct by all other members of the S&G Committee.
- Coordinate with ISHLT Staff on the promotion of published ISHLT Documents.

TERM

The S&G Chair role is a commitment of at least 4 years:

- Year One: Serve as Vice Chair
- Years Two and Three: Serve as Chair
- Year Four: Serve as Past Chair



ISHLT

A Society that Includes Basic Science, the
Failing Heart, & Advanced Lung Disease

The two-year Chair portion of the role is renewable once at the discretion of the SPOC and Board of Directors.

HONORARIUM

ISHLT provides for a stipend of \$5,000 USD for the S&G Committee Chair. The stipend will only be provided during the renewable two-year time period that an individual occupies the Chair role. Individuals will not receive a stipend during their Vice Chair or Past Chair roles.