

Membership Committee Guidelines

1. Objectives

- ❖ To promote EPOS membership among Paediatric orthopaedic care providers
- ❖ To enhance the communication between the EPOS society and their members
- ❖ To develop, and continuously supervise the formalized application process of new members
- ❖ To revise and annually update the membership lists according to the individual member status and contributions
- ❖ To represent all membership affairs on EPOS Board

2. Committee structure

The committee shall consist of five members, one being the chair of the committee. There shall be the following positions within the committee:

Position	Membership status
Chair	Active member
Vice Chair	Representative of the EPOS Board
Senior member	Active member >60yrs, Emeritus member
Member	Active member
Junior member	Active or candidate member < 40yrs

Affiliated members of the Membership Committee are EPOS Central Office representatives (Office Manager and Membership Services Manager).

The Chair of the Membership Committee shall represent the Committee's affairs within the EPOS Board in the role of a non-executive Board member. To reciprocate, a representative of the EPOS Board shall sit on the Membership Committee and be the Vice Chair of the Committee.

3. Application Criteria and nominations

Vacant positions will be announced to all EPOS members and a formalized application process will be initiated. To qualify for a vacant position, a potential candidate must reside to one of the listed membership categories according to the Committees structure (for details see point 2.) The geographical origin of members is taken into consideration. The Membership Committee shall have no more than two members from any country at the same time. The members of the committee shall elect the new committee members by simple majority.

The Vice Chair of the committee is appointed by the EPOS Board. The Vice Chair will not automatically become the Chair of the Committee after the end of term of the latter.

The members of the Committee shall propose a candidate for the position of new Chair. The candidate must be an Active EPOS member at the time of election and should ideally have served as Membership Committee member for a minimum of two years. The proposed candidate shall then be approved by the EPOS Board.

4. Term of office

The term of office is 3 years with 2 optional years of extension (maximum 5 years). Reasons for extension are: (i) member takes over the role of Chair and their role changes from "member" to "chair", (ii) member is significantly involved in a project for which membership is essential.

5. Meetings

The Membership Committee will meet by teleconference every three months. At least the chair, vice chair, one member and one affiliated member shall be present on the call.

Furthermore, the Membership Committee will meet at least once a year during the EPOS annual congress. Additional meetings and teleconferences can be scheduled on demand. It is upon the sole discretion of the Membership Committee to invite any guests to both meetings and teleconferences when necessary.

6. Reporting Line

The Chair of the Committee will report to the EPOS Board twice a year during the EPOS Board meetings. In absence of the Chair, the Vice Chair shall report.

7. Budget

The budget for meetings of the Membership Committee has to be specified and approved by the EPOS Board annually.

Any additional budget for any activities proposed by the Membership Committee has to be approved by the EPOS Board.

8. Exclusion of the Committee

Active participation and contribution is a mandatory criterion for being a member of the Membership Committee. To perpetuate membership in the committee all members engage to participate in at least 50% of the committees' activities. Lesser participation than 50% over a one years period will be recognized as a violation of this membership criteria and may result in the exclusion of the committee as an ultimate consequence.