



LIFE Pillar and Chapter Committee Guidelines

What the LIFE Byelaws state:

- Chapter chairs shall be appointed by the committee members with Chair of the Board, CEO approval and Board notification, for a two-year term, renewable once by mutual consent - this needs to be implemented.
- For a new chapter, the first chair should be nominated by the Chair of the Board and CEO.
- The new appointed Chapter Chair selects its committee.
- Where LIFE is registered as a local association requiring elections, a Chapter Chair could be elected by paid members of the association based in that constituency.
- The chosen Pillar chairs will select their own committee members with representatives from as many countries as possible.
- Pillar Chairs are solicited from Board members by the Chair of the Board and CEO; all Pillar Chairs must be Board members.
- The diversity of committee members should be a paramount criteria. Members at all level of seniority should be considered, committees should rotate at least two members each year.
- Chapter committees should consist of no less than 4 and no more than 9 members.
- Pillar committees shall meet or conduct a conference call periodically but no less than 4 times a year to discuss ongoing initiatives.
- Chairs and committee members could be asked to step down by the Chair of the Board at any time, with Board approval, if they are deemed to be inactive, or in any way harming the advancement of the objectives of LIFE.

Additional points:

1. Appointment of Committee Chairs:

- 1.1. Each pillar chair nominee will be expected to put forward a proposal of the agenda for the coming year and how they intend to run the committee for consideration by the Board.
- 1.2. Each chapter chair nominee will be expected to put forward a proposal of the agenda for the coming year and how they intend to run the committee for consideration by the CEO.
- 1.3. Non-Board members should be encouraged to assume the responsibility of chairing chapter committees.

2. Appointment of Committee Members:

All committee members must be fully paid and registered LIFE members. If a committee member has not settled their fees following due notice, they should be excluded from the committee.

3. Chair and Committee Membership Obligations:

- 3.1. The pillar and chapter chairs will have a review discussion periodically (ideally every 3-6 months) with the CEO in order to ensure the requisite support, commitment and execution focus is in place.
- 3.2. The chapter chair will have periodical discussions with the relevant member of the executive team and the Chair of Connect in order to ensure the support, commitment and execution focus of all initiatives relating to members.
- 3.3. All committee members should be prepared to actively contribute to the work and activities of their committee with a commitment to attend meetings and conference calls.
- 3.4. All committee members should seek to avoid potential conflicts of interest in their personal and professional relationships. Any potential or actual conflicts of interest should be immediately notified to the Board.
- 3.5. Cross communication protocol amongst pillar chairs/committees, chapter chairs/committees is encouraged for flow of information, best practices and successful event/formats.



4. Retirement and Removal of Committee Members:

- 4.1. Committee members may volunteer to step down at any point during their term.
- 4.2. If a committee member steps down during their term, an interview should be conducted by the relevant committee chair to establish the reasons for leaving and report this to the CEO.

5. Committee Obligations:

- 5.1. Committees shall meet or conduct a conference call periodically but no less than 6 times a year to discuss ongoing initiatives.
- 5.2. A quorum is achieved if at least half of the committee members are present in the meeting or conference call. Proxies should ideally be sent for absent committee members.
- 5.3. All committee conference calls and meetings are advised to be recorded in minutes.
- 5.4. A rotation of 1/3 of the members yearly is considered good practice with a minimum of 2 members each year.
- 5.5. All chapters to abide by the rules of online membership renewal and online booking for events.