

Standard Operating Procedure (SOP) – Committee duties & responsibilities

Title: Committee portfolio & handover

Number: 04

Date: 29 December 2023

Statement of purpose:

To optimize efficiency of committees and transparency of duties & tasks when handing over to new Committee Chairs

Related issues:

NA

Context / Committee:

Any committee, Bylaws committee

Details:

- Each committee Chair & co-Chair is requested to maintain an overview of ongoing, planned & completed activities/tasks; both recurring tasks & new projects. A copy of this list is to be stored at the ISPN Secretariat.
- Committee chairs should appoint committee members within a month of their appointment. Any Committee member should be a members of the ISPN (unless non-neurosurgeon members are vital to include). Committee members are appointed for at least a term of 2 years, and their membership may be renewed.
- During the tenure of the incumbent Committee Chair, a bi-annually updated list of ongoing & pending activities and completed tasks, as well as plans and timelines for future/outstanding tasks, is to be compiled.
- This list should be updated preferably during regular committee meetings, attended by the committee members, and prior to the EB meeting held at the annual scientific meeting.
- This list shall be handed to the incoming Committee Chair, with a concurrent briefing, preferably during the New-Meets-Old EB meeting held during the Annual Meeting or as soon as possible following the Annual Meeting.
- The Bylaws & SOPs should also be reviewed and handed over to the new Committee Chair, who should communicate these details to the committee members.
- Implementation to be supervised by the ISPN EB leadership.

Review period:

Annually