

SIOP Membership Committee Terms of Reference

SIOP was created to support its members and reinforce the collaboration and networking amongst members. In its core, SIOP is a members' organization: it exists to serve its members.

Membership is a key source of revenue and (volunteer) leadership for the Society. Member contributions, engagement and leadership are essential for SIOP to exist and flourish. As such, the society needs to nurture and grow its membership and provide opportunities for members to interact with and learn from each other both through in-person and virtual events.

To deliver against its Strategy Goal 4 "Increasing Membership and Engagement," SIOP has established the Membership Committee.

Purpose of the Committee

The purpose of the SIOP Membership Committee is to increase the number, professional diversity and retention of SIOP members, and to increase the engagement of our members in the work of the Society. Furthermore, the Membership Committee leads on articulating the value of SIOP membership to the wider pediatric oncology community: why should pediatric oncology professionals should choose to join SIOP and stay closely engaged with SIOP.

Committee Membership

The Membership Committee is composed of up to 13 members, including the Chair and Vice-Chair.

The following SIOP entities are represented at the Committee: Board of Directors (2)¹, Continental Societies (6), Nursing Group (1), Young Investigators Network (1), SIOP Global Health² (1). The remaining 2 members of the Committee are solicited from the general membership through an annual call of interest. Applications will be reviewed by the Membership Committee. To the extent possible, appointments will be made so that the Committee is representative by region, as defined by SIOP's Continental Societies, and age as well as by category of membership (physician, nurse, psychologist, surgeon, Young Investigator etc).

The SIOP President and the SIOP Executive Director are ex officio members of the Committee.

Committee Chair and Vice-Chair

The Committee has a Chair and a Vice-Chair. The Chair of the Committee is the SIOP Secretary-General. To ensure continuity of activities, a Secretary-General-Elect will join meetings as an observer.

Duration of Committee Members' Terms

The term of Committee service will be three (3) years. The Chair's term is three (3) years and coincides with the duration of the Secretary-General position.

¹ The Board of Directors serve as the Chair and Vice-Chair of the Committee.

² Formerly PODC Committee

The Vice-Chair of the Committee is the second representative of the Board of Directors to the Committee. He/She is appointed by the SIOF President to this position on the basis of their interests and knowledge vis-à-vis increasing SIOF membership and retention rates and reinvigorating the membership. The Vice-Chair's term is 3 years to coincide with their service on the Board of Directors. To the extent possible, the Vice-Chair is someone whose term is one year behind the term of the Chair.

For the Committee members derived from the Board of Directors, the term will co-incident with the member's term on Board of Directors.

For the members who are derived from the general SIOF membership, the term of service will also be for 3 years.

All terms of service may be renewed once, for a maximum of 6 years of service. However, the terms of the Chair and Vice-Chair, who are Board members, can be extended only if their terms on the Board are extended. The goal will be to rotate 1/3 of members every year so that there is continuity of the Committee's work and projects over time.³

Committee Meetings

The Membership Committee shall meet as often as it determines, but not less frequently than once a quarter.

Committee Authority and Responsibilities

The Membership Committee shall:

1. Analyse trends in membership over time
2. Develop initiatives to increase membership
 - a. From the range of disciplines
 - b. From each continental branch
 - c. Across age groups
3. Develop ways in which to engage members in the mission and ongoing work of the Society
4. Enhance communications with members, to increase awareness of the Society, including in languages other than English

Immediate Focus Areas (2021)

The four focus areas of the immediate action are summarised below.

1. Finalize the Committee's TOR
2. Review and propose a new membership structure for review by the Board of Directors.
3. Prepare a report on trends in membership and recommendations to the Board to increase membership (absolute numbers and diversity) by June 2021.
4. Make recommendations to Board on means of increasing member engagement.

Reports

The Membership Committee shall make regular reports to the Board of Directors, at least twice a year and ad-hoc when requested by the SIOF President.

³ To ensure this, the term end dates of the members of the Membership Committee will be staggered.

The Membership Committee shall contribute content on activities taken to increase membership and member engagement to the SIOP Annual Report.

Annual Review

The Membership Committee shall review and reassess the adequacy of this TOR periodically and recommend any proposed changes to the Governance Committee for approval. Once a year, the Membership Committee shall review its own performance, as part of its report to the Board of Directors.

The Board of Directors conducts an annual evaluation of the work of the Committee, including its TOR, to determine relevancy and examine the continued needs that this Committee meets.

SIOP Office Support

The tasks of the Membership Committee will be supported by the SIOP Secretariat, within the available resources.