

TERMS OF REFERENCE: ISSWSH FELLOWSHIP (IF) COMMITTEE

PURPOSE: To oversee and maintain the ISSWSH Fellowship program

OVERALL RESPONSIBILITIES: Oversee process to become an ISSWSH Fellow. Review applications and renewals for Fellowship. Determine value added features of ISSWSH Fellowship such as education, mentorship, etc.

COMPOSITION:

CHAIR: The Chair is elected by the membership to serve as a voting member of the Board of Directors. The Chair serves a two-year term unless they have been appointed by the Board of Directors to serve out a vacancy.

MEMBERSHIP:

- Members may be identified by the Chair or any Member in good standing may complete the Committee Interest form to be considered for membership of the committee. At the Chair's discretion a proposed committee will be presented to the President for approval. Official invitations will be sent on behalf of the President inviting individuals to serve. Upon acceptance, membership status must be verified, and the person notified that they now serve as a member of the committee.
- To fulfill the purpose of the committee and adequately manage the various responsibilities of this committee, the ideal number of members is 5-6.
- The work of this committee may be best served by assigning individuals with certain titles/roles in which they directly support. Those positions and specific responsibilities are:
 - All Members are required to be Fellows (IF).
- Committee Members will serve a term of (1 year) or until the term of the Chair ends. A Member may serve consecutive terms but needs to be reappointed by the President on an annual basis.

LIAISONS

- Executive Committee: Sally MacPhedran
- Staff: Kira Welle

COMMITTEE MEETINGS:

- Ideally committees will meet quarterly.
- Minutes/Reports: Minutes serve as a record of meetings that take place by the committee. At the request of the Chair and with permission of the participating members, the meeting may be recorded. The committee must submit at least one written report a year, which is typically presented at the Annual Meeting of the Board of Directors. Additional written or verbal reports may be presented by the Chair or at the request of the Executive Committee or Board of Directors.

COMMITTEE SPECIFIC ACTIVITIES/PROCESSES:

- Annual Pinning Ceremony
- Mentor/Mentee Program
- Slide deck(s) for Fellow lectures in ISSWSH deserts