



Women in Lymphoma - STEERING COMMITTEE CHARTER

Created for initial review: 30 November, 2021
Approved: 2 May, 2022
Date of next review: 1 year after approval by Steering Committee – May 2, 2023

1. Background

Formed in mid 2019, Women in Lymphoma (WiL) is a global collaborative alliance of lymphoma clinicians and researchers who are committed to provide “*support and advocacy for greater leadership of women in lymphoma globally*”. While the Steering Committee of WiL is comprised of female-only membership WiL at large has mixed gender membership in its Change Champion’s Committee. Comprised primarily of haemato-oncologists it is not limited to medical physicians with membership open to scientists, nurses and other clinicians and professionals engaged in lymphoma care, education and/or research.

Currently in April 2023, WiL has ~900 supporters from 50+ countries around the world. WiL operates as a truly global initiative. In particular, greater engagement of women from the Middle East and Asia, areas traditionally not well represented in global fora, is encouraged.

WiL is not a formal incorporated entity.

2. Committee Purpose

The purpose of the WiL Steering Committee (the “Committee”) is to:

- (a) develop and lead initiatives in charting the engagement of women in lymphoma practice, teaching and research;
- (b) support and advocate for broader engagement and leadership of women in these lymphoma-related activities;
- (c) provide the governance structure for WiL to grow and succeed; and
- (d) oversee any future administrative support, financial transactions and fiscal responsibilities for WiL.

3. Committee Activities

The Committee is responsible for completing the following principal activities:

- (a) oversee WiL operations and communications; and
- (b) review and monitor the productivity and output of WiL.

4. Committee Obligations

- (a) To appoint a Chair and co-Chair (who then transitions to Chair the following year), and a secretary on an annual basis. Rotation of these appointments are encouraged to ensure broad representation of WiL across countries and at different career stages.
- (b) To hold regular meetings by teleconference.
- (c) All Committee minutes must be distributed to the Committee.
- (d) To provide an Annual Report to all supporters of WiL outlining:
 - i. annual review of Committee activities; and
 - ii. future operational plans.

5. Composition and Appointment of WiL Steering Committee Members

- (a) Members of the inaugural Committee have been appointed for two years in Jan 2020 by the Chair with consideration of breadth of international representation and diversity of inclusion.
- (b) The current membership of the Committee is 23 – including four emerging Women in Lymphoma. The upper limit will be 30 members.
- (c) While acknowledging the challenges of attending SC meetings due to time-zone differences attendance at a minimum of 30% of meetings in each calendar year is encouraged.
- (d) Committee members are expected to make a substantive contribution to WiL initiatives.
- (e) After the initial two-year period, it is recommended that approximately 1/4th (up to eight) of the WiL Committee members step down and nominations will be sought from the WiL membership to appoint an additional new Committee members, with regard to diversity/intersectionality/inclusion. The replacement of approximately ¼ of the membership should occur every two years.
- (f) Any previous member is eligible to re-apply for Committee membership after four years.
- (g) The Chair of the Committee, Chair Elect, and Secretary will be appointed by two thirds majority vote. On stepping down as Chair, the immediate past-Chair will remain on the Committee for at least one year to support leadership transition.
- (h) The Committee must maintain a skills-based matrix and review its composition annually. Additional committee members may be co-opted to ensure geographical and cultural diversity.
- (i) For the purpose of continuity of communication and governance accountability with WiL funding supporters (ie. Lymphoma Australia), it is recommended that at least one member of the Committee be from the country-of-origin of such Funding support.
- (j) The Executive Administrator (EA) will be the returning officer for nominations of Chair, Chair-Elect and the conduct of any voting. In the absence of an EA this responsibility will be that of the Secretary

6. Committee Meetings

- (a) The Committee will meet as often as required but at least 4 times per year, with the authority to convene additional meetings as circumstances require. Timing of meetings will be arranged to both maximise attendance as well as accommodate different time-zones and schedules of the Committee.
- (b) A quorum will be determined by the Committee but will be a minimum of 5.
- (c) The Committee may invite other members of WiL, or other professionals to attend meetings and provide pertinent information and insights as deemed necessary.
- (d) Meeting agendas will be prepared by the Secretary and Chair and provided in advance to Committee members, along with appropriate briefing material.
- (e) The Executive Administrator (EA), will record and distribute minutes of all meetings. When not present, the Committee Secretary will record minutes.
- (f) The minutes of any Committee meetings should be circulated to members within 5 working days from when the meeting was convened.
- (g) Meeting minutes, WiL correspondence and all other relevant documents will be stored in the Women in Lymphoma Share Drive, currently hosted by Lymphoma Australia, with access provided to the Chair, Chair Elect and Secretary.

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