

ISHLT COMMITTEE GOVERNANCE STRUCTURE AND RESPONSIBILITIES
Revised 2/4/2017

NOTE: All Committee Chair/Vice-Chair appointments shall be made at the January meeting of the ISHLT Board of Directors, to take office at the following Annual Meeting.

Annual Meeting Scientific Program Committees

- a) Symposium Planning Committee
- b) Abstract Selection Committee

Conflict of Interest Committee

Corporate Development Committee

Education Committee

Executive Committee

Finance Committee

Governance Committee

Grants and Awards Committee

International and Inter-Society Coordinating Committee

International Thoracic Organ Transplant Registry Steering Committee

International Donation After Cardiac Death (IDCD) Registry Steering Committee

International Mechanically Assisted Circulatory Support (IMACS) Registry Steering Committee

International Pediatric Heart Failure (IPHF) Registry Steering Committee

Registries and Databases Committee

Standards and Guidelines Committee

ANNUAL MEETING SCIENTIFIC PROGRAM COMMITTEE

A) SYMPOSIUM PLANNING COMMITTEE

Note: This committee shall not have corporate authority

Committee Composition:

- The Annual Meeting Symposium Planning Committee shall consist of a Vice-Chair appointed by the President-Elect, subject to approval by the Board, and a Chair who shall rotate into the position after serving as Vice-Chair. Chair and Vice-Chair terms are one year each.
- The Immediate Past Scientific Program Committee Chair, the Editor of the Journal, the Chair of the Education Committee, and the President, shall also serve as members of the Program Committee.
- The Chair, Vice-Chair, Immediate Past Chair, and President shall serve as the Executive Committee of the Committee.
- The Chairs of the Scientific Councils shall nominate up to four individuals to be considered for appointment as members of the Annual Meeting Symposium Planning Committee. Ideally, one nominee from each Council shall be selected by the Chair to serve on the Committee.
- The Chair shall appoint sufficient additional committee members to reflect the agreed-upon scientific and therapeutic disciplines, with no less than two and no more than four members assigned to each scientific or therapeutic discipline. Such terms are for one year.
- Committee members must have served as an abstract reviewer in the past.
- Council Officers, members of Council Education Workforces, and members of the Education Committee may not serve on the Symposium Planning Committee except for the Chair of the Education Committee..
- Other than the President, Past Program Chair, the Program Chair, the Immediate Past Program Chair, the Chair of the Education Committee, and the Editor of the Journal, no member of the Committee may serve more than two years consecutively. A break of one year minimum is required.
- The committee members must be approved by the Board in advance.
- Every effort should be made to include both new and experienced members on the committee and to ensure gender and geographic diversity.
- If not already an elected Board member, the Chair of the Annual Meeting Scientific Program Committee shall serve as an ex-officio member of the Board and shall also serve as a member of the Education Committee.

Committee Responsibilities:

- Develop learning objectives for the Annual Meeting that are tied to the identified practice gaps and educational needs of the members
- Ensure that the Symposia and other invited content addresses the identified practice gaps and educational needs of the members and the established learning objectives.
- Revise, develop as needed, and finalize the Symposia and other invited content
- Evaluate and make changes, as needed, to the format, structure, and content development process of the Annual Meeting Scientific Program

ANNUAL MEETING SCIENTIFIC PROGRAM COMMITTEE

B) ABSTRACT SELECTION COMMITTEE

Note: This committee shall not have corporate authority

Committee Composition:

- The Annual Meeting Abstract Selection Committee shall consist of the members of the Symposium Planning Committee, plus such additional members appointed by the Chair as are necessary to ensure that there are at least two members assigned to each of the main abstract categories. Such terms are for one year.
- Council Officers, members of Council Education Taskforces, and members of the Education Committee may not serve on the Abstract Selection Committee, **except for the Chair of the Education Committee.**
- Committee members must have served as an abstract reviewer in the past.
- Other than the President, Immediate Past Program Chair, the Program Chair, the Program Chair-Elect, **the Chair of the Education Committee, and the Editor of the Journal** no member of the Committee may serve more than two years consecutively. A break of one year minimum is required.
- Every effort should be made to include both new and experienced members on the committee and to ensure gender and geographic diversity.

Committee Responsibilities:

- Review, score, and select submitted abstracts for presentation at the Annual Meeting.
- Develop the abstract sessions for presentation at the Annual Meeting.
- Select finalists and/or recipients for the various ISHLT abstract awards
- Ensure that the abstract content of the Annual Meeting addresses the identified practice gaps and educational needs of the members and the established learning objectives
- Evaluate and make changes, as needed, to the format, structure, and content development process of the Annual Meeting Scientific Program

CONFLICT OF INTEREST COMMITTEE

Note: This committee shall not have corporate authority

Committee Composition

- The COI Committee members shall consist of the COI Compliance Officer for the Board, the Chair of the Education Committee, the Chair of the Annual Meeting Scientific Program Committee, the Chair-elect of the Annual Meeting Scientific Program Committee, the Chairs of the current year's Academies, the President, and the President-Elect.
- The COI Compliance Officer for the Board shall be appointed by the Executive Committee and shall serve as Chair of the COI Committee for a one-year renewable term.

Committee Responsibilities

- The COI Committee is responsible for establishing and enforcing the COI Policy for the Society and for updating the Policy as needed.
- The COI Committee reviews the COI disclosures of all individuals with relevant financial relationships and communicates with all such individuals their responsibilities regarding COI policy and bias management, including specific steps to be taken to resolve conflicts of interest.
- The COI Committee reviews and investigates instances of non-compliance with and violations of COI Policy and makes recommendations to the Board regarding any corrective and/or punitive action they feel is warranted.

CORPORATE DEVELOPMENT COMMITTEE

Note: This committee shall not have corporate authority

Committee Composition

- The Corporate Development Committee shall consist of a Chair (the Secretary-Treasurer of the Society) and four members appointed by the Board for 2-year staggered terms, renewable twice.
- One member shall represent heart, one shall represent lung, one shall represent MCS, and one shall represent PH.
- The President, President-Elect, and Executive Director shall also serve as members of the Corporate Development Committee.

Committee Responsibilities

- Work with the Board and Scientific Councils to identify strategic opportunities related to industry partnerships
- Work with the Executive Director to develop the Society's annual corporate partner opportunities
- Meet with company representatives to discuss ISHLT's programs and activities and potential areas for collaboration with companies
- Serve as the responsible entity for negotiating corporate support partnerships
- Seek assistance, as needed, from the Scientific Council Operating Boards to establish relationships with companies and to negotiate support agreements.

EDUCATION COMMITTEE

Note: This committee shall not have corporate authority

Committee Composition

- The Medical Director of Educational Affairs shall serve as Chair of the Education Committee and shall be selected by the Board of Directors following an application and interview process. The term is for 5 years, renewable for one additional year at a time for a maximum term of 10 years.
- The Medical Director shall appoint eight Committee members to serve staggered three-year terms, renewable once, one of whom will serve as Vice-Chair.
- The Board of Directors will appoint a liaison to the Committee
- Committee members must:
 - Be an active member of ISHLT
 - Not also serve at the same time as either an officer of an ISHLT Scientific Council, a member of a Council Education Workforce, or a current ISHLT Board member
 - Be able to commit to a three-year term on the Education Committee
 - Be able to attend the annual meeting of the Education Committee and participate in monthly conference calls
 - Be willing to take on occasional specific tasks assigned by the Committee Chair
- Committee members ideally should have achieved one or more of the following:
 - Served with distinction on the program planning committee of an ISHLT educational activity
 - Chaired with distinction an educational activity conducted by ISHLT or another professional medical society or medical institution
 - Have an established and declared interest in professional postgraduate training and education
- Committee members may serve on program planning committees but only for the purpose of providing content expertise, not for the purpose of providing direction regarding policy and procedures

Education Committee Responsibilities

- Facilitate the implementation of the overall ISHLT educational strategy established by the Board of Directors
- Work with staff and CME consultants to ensure that the educational activities of the Society meet ACCME requirements as well as those of other medical or professional educational program accrediting bodies as directed by the Board of Directors
- Develop standard criteria to which all ISHLT educational programs must adhere, including course design, program planning committee composition, speaker/chair/moderator expectations, content development, and program evaluation
- Work with educational consultants as needed to develop principles for program design and learning environment for ISHLT's educational programs, as needed
- Work with staff to develop proposed policies governing the different types of educational programs and learning activities
- Work with staff to provide recommendations to the Board regarding annual educational program planning
- Review all educational program proposals to ensure they meet the established standard criteria
- Annually evaluate the quality of ISHLT's educational programs and provide recommendations to the Board regarding improvements and/or changes

Board of Directors Responsibilities

- Determine the overall educational strategy for the Society
- Review and approve policies governing educational programs and activities developed by the education committee
- Evaluate and approve the annual plan of educational program offerings and ensure the availability of sufficient resources to deliver them
- Determine and communicate deliverables and metrics for success for the planned educational program offerings and evaluate them for such.
- Approve the educational program chairs
- Provide oversight, evaluation, and feedback regarding the effectiveness of the educational program chairs and program planning committee members.

EDUCATION COMMITTEE cont'd

Scientific Council Responsibilities

- Identify the ongoing practice gaps and educational needs of the Society's members.
- Develop well-structured proposals for educational programs that are aligned with the strategic goals and objectives of the Society and address the identified practice gaps and educational needs of the Society's members.
- Identify suitable Chairs for Council-developed educational programs and recommend them to the Board for approval.
- Approve the Program Planning Committee members for Council-developed educational programs.
- Approve the educational content developed for Council-developed educational programs

Program Planning Committee Responsibilities

- Create learning objectives for Board-approved educational programs that address the identified practice gaps and educational needs of the Society's members
- Develop educational program content for Board-approved educational programs that meets the identified educational needs, practice gaps, learning objectives, and any other established criteria
- Adhere to the educational policies and procedures established by the Board
- Work with staff to implement the approved educational programs

Staff Responsibilities

- Work with the Education Committee and Board to develop educational policies
- Develop procedures for educational program development and implementation
- Communicate educational policies and procedures to program chairs and program planning committee members
- Implement educational policies and procedures, monitor adherence to them, and report non-adherence to the Council Chairs and the Board for resolution.
- Work with the Education Committee to provide recommendations to the Board regarding annual educational program planning
- Work with the Councils and Program Chairs to implement the Board-approved annual educational program plan
- Provide administrative staff support for the work of the Education Committee
- Evaluate requests from other organizations for ISHLT to co-sponsor, endorse, or otherwise engage jointly in educational programs, and make recommendations to the Board of Directors for action.

EXECUTIVE COMMITTEE

Note: This committee shall have corporate authority

Committee Composition

- The Executive Committee shall be composed of the President, President-Elect, immediate past President, Secretary, Treasurer, and Executive Director (in a non-voting capacity).
- The President shall be the chair of the Executive Committee.

Committee Responsibilities

- The Executive Committee shall be a standing committee with corporate authority responsible for overseeing the Corporation and shall have full authority to act on behalf of the Corporation in such matters as delegated to it by the Board of Directors on time-sensitive, highly confidential interim affairs, or other matters under advisement of legal counsel.
- The Executive Committee shall be empowered to make urgent or emergency decisions at the request of the President between scheduled meetings of the Board. **Any decisions regarding the approval of expenditures or the appropriation of Society funds shall be subject to a limit of \$10,000.**
- The Executive Committee shall meet at least once between Board meetings and additionally, as necessary to carry out the policies and resolutions established by the Board.
- The Executive Committee shall advise the Board of Directors in a timely manner of any decisions made, and such decisions must be put forth for ratification by the Board of Directors at the next meeting of the Board.
- Decisions of the Executive Committee shall be made by majority vote of the Committee members present.
- Two-thirds of the members of the Executive Committee shall constitute a quorum for the transaction of business.
- The Executive Committee shall advise the Board of Directors in a timely manner of any decisions made, and such decisions must be put forth for ratification by the Board of Directors at the next meeting of the Board.
- The Executive Committee does not have the power or authority to revise any action taken by the Board of Directors.

FINANCE COMMITTEE

Note: This committee shall not have corporate authority

Committee Composition

- The Finance Committee shall consist of a Chair, the President-Elect, and three at large members selected by the Chair from among the Board and/or general membership.
- The Treasurer shall be the Chair of the Finance Committee.
- At large members shall serve three year terms.
- The at large members are required to have relevant financial experience, training, or expertise.
- The Executive Director and the President shall serve as ex-officio members of the Finance Committee.

Committee Responsibilities

- Assist the Board in its oversight of the management of ISHLT's finances, investment, and other assets
- Oversee the performance of the Corporation in light of that budget throughout the fiscal year
- Work with the Executive Director in the development of the Corporation's annual budget
- Review the independent auditor's report
- Oversee the Corporation's investments,
- Ensure the maintenance of an appropriate capital structure
- Provide advice and guidance and make recommendations to the Board on issues related to fiscal policy, financial management and reporting, and other matters affecting the finances of ISHLT, both current and long term
- Review the Society's financial statements and present them to the Board
- Develop and revise, as necessary, an investment policy statement
- Review the performance of the Society's investment manager annually
- Determine the audit policy for the Society
- **(need a verb here)** other financial matters as delegated to it by the Board

GOVERNANCE COMMITTEE

Note: This committee shall not have corporate authority

Committee Composition

- The Governance Committee shall be chaired by the immediate Past President.
- The President and President-Elect will serve as members of the Committee.
- The Chair shall appoint four additional at large members to serve staggered three year terms, subject to approval by the Board of Directors and renewable once.
- One of the at large members shall be a Past President who, ideally, served in that capacity within the past five years.
- Three of the at large members shall be selected from among Board members whose term has ended during the past three years.
- All at large members shall possess strong governance skills,

Committee Responsibilities

Bylaws

- propose and/or consider proposed amendments to the Bylaws
- present amendments first to the Board of Directors for approval and then to the membership for vote.

Nominations and Elections

- Develop and update as needed a matrix of desirable Board qualities and characteristics
- Annually assess the Board's current qualities and define gaps in Board skills that need to be filled during the nomination process
- Annually work with staff to develop / review / revise / update the Call for Nominations to reflect Society needs and facilitate the nomination of the best people for the Board and other leadership positions
- Prepare in accordance with the Bylaws a slate of Officers to be elected
- Prepare in accordance with the Bylaws a slate of Directors in accordance to be elected
- Present the slate of Officers and Directors to the Board of Directors for review and approval at a meeting or telephone conference call held at least 90 days prior to the annual business meeting.
- The Board of Directors may modify the slate as they deem necessary
- Distribute the slate via mail or email to the members at least 30 days prior to the annual business meeting.
- Communicate the slate of Officers and Directors to the members in accordance with the Bylaws
- Coordinate the election of Officers and Directors in accordance with the Bylaws

Orientation

- Work with staff to develop / review / revise / update at least every three years the job descriptions for:
 - Officers
 - Directors
 - Board Liaisons
 - Committee Chairs
 - Committee Members
 - Council Chairs
 - Council Workforce Leaders
- Annually develop / review / revise / update the Board and Leadership Orientation program
- Annually conduct an orientation of new Board members, Committee Chairs, and Council Chairs

Assessment

- Develop a plan for and ensure that the board engages in self-assessment at least annually
- Develop a plan for and lead the annual board retreat

Governance

- Provide insight and guidance regarding Board governance issues that require attention, including revisions needed to the Society's organizational structure, intra-organizational reporting and communication, etc.
- Assist the Board in developing a plan for handling unanticipated changes in key leadership / staff
- Develop, monitor, and revise criteria and a process for the nomination / selection / election / appointment of candidates for Council leadership positions

GRANTS AND AWARDS COMMITTEE

Note: This committee shall not have corporate authority

Committee Composition

- The Grants and Awards Committee shall consist of three Chairs, at least one representing heart and one representing lung and at least one from the US and one from outside the US, appointed by the Board of Directors and serving 3-year staggered terms.
- Grants and awards reviewers shall be appointed by the Co-Chairs for 1-year terms, renewable up to three times.
- The number of grants and awards reviewers shall be determined by the Co-Chairs according to their needs and to reflect the geographic and specialty diversity of the Society members.

Committee Responsibilities

- Oversee and administer the Society's grant and awards program, including the grant application process, the application review and selection process, and the oversight of grant award follow-up reports.
- Manage the process of determining each year's Caves Award Winner and administer any other awards programs assigned to it by the Board of Directors.

I2C2 - INTERNATIONAL AND INTER-SOCIETY COORDINATING COMMITTEE

Note: This committee shall not have corporate authority

Committee Composition

- The I2C2 shall consist of two Chairs, one broadly responsible for international issues and one broadly responsible for inter-society issues, appointed by the Board of Directors and serving 4-year staggered terms.
- The leader of each Scientific Council I2C2 Workforce shall serve on the Committee.
- The Chairs of the Standards and Guidelines Committee, the Education Committee, and the Registries and Databases Committee shall also serve on the committee.
- The Chairs of the Committee may appoint up to 4 additional ad hoc members as needed for renewable 2-year terms.
- Global Ambassadors shall also be appointed to represent each interested country. (Still need to specify how these are appointed, what the criteria are, and what the term length is)

Committee Responsibilities

International

- Identify opportunities to enhance clinical, regulatory and scientific aspects of heart and lung transplantation, mechanical circulatory support and management of advanced heart and lung disease in nations and regions with limited experience in and infrastructure devoted to these diseases and issues
- Facilitate the provision of clinical and scientific expertise to governmental organizations (i.e., Ministries of Health, grant funding organizations) when requested by local medical/scientific organizations, academic institutions and/or hospitals; such assistance will be provided in the context of standards and guidelines that have been established and/or endorsed by the ISHLT.
- Identify opportunities to foster exchanges of scientific information and collaboration, including collaboration in the development of translational and transnational research projects, establishment of international registries or biobanks which extend discoveries at the bench to the clinical arena, and multicenter and multinational clinical trials.
- Accomplish these aims while respecting the rules and political structures of local organizations with whom the ISHLT has engaged.
- The implementation of the resulting initiatives will be through the relevant ISHLT Committees and Councils

Inter-Society

- Identify scientific/clinical areas and organizations where collaboration with those organizations with expertise in those areas would enhance the scientific, clinical, and educational missions of the ISHLT.
- Facilitate the establishment of liaisons with such other organizations and facilitate communication and collaboration with these organizations.
- Identify and facilitate opportunities for the development of joint sessions with other Societies at the ISHLT Annual Meeting.
- Identify and facilitate opportunities for the development of joint sessions at the conferences of other medical/scientific societies.
- Identify and facilitate opportunities for the development of joint standards and guidelines with other medical/scientific societies.
- The implementation of the resulting initiatives will be through the relevant ISHLT Committees and Councils

INTERNATIONAL THORACIC TRANSPLANT REGISTRY STEERING COMMITTEE

Note: This committee shall not have corporate authority

Committee Composition:

- The Thoracic Transplant Registry Committee shall consist of the Medical Director, a Senior and an Associate Medical Director for Adult Heart Transplantation, a Senior and an Associate Medical Director for Adult Lung/Heart-Lung Transplantation, a Senior and an Associate Medical Director for Pediatric Heart Transplantation, a Senior and an Associate Medical Director for Pediatric Lung/Heart-Lung Transplantation, an Associate Medical Director for Outcomes, an Associate Director for organ exchange organization (OEO) Relations, an Associate Director for Biostatistics, and staff from the data coordinating center contracted to manage the registry.
- The Medical Director shall be appointed by the Board for a five-year term, renewable once.
- Committee members shall be appointed by the Medical Director and approved by the Board for 5-year, non-renewable, staggered terms. In the first 2 years they will overlap and work along with the current Associate Medical Director. In their last 2 years they will provide mentorship to the incoming Associate Medical Director.
- Before the appointment of a new committee member is due, relevant Council Chairs will be approached and asked to solicit nominations from among the Council's membership for appointment to the Committee. Such nominations shall be submitted to the Chair for consideration.

Medical Director Responsibilities:

- The Medical Director shall serve as an ex-officio, non-voting member of the Board.
- The Medical Director shall receive an annual stipend established by the Board of Directors.
- The Medical Director must report to the Board, to include the following:
 - Summary of the prior year data collection
 - Status of deliverables from the prior year
 - List of publications arising from the registry during the prior year
 - Assessment of need to continuing to operate registry
 - Plans for the coming year including proposed deliverables / publications
- The duties of the Medical Director shall include maintaining the scientific integrity of the Registry, working within the budget as set by the Board of Directors, and achieving the goals and objectives set for the Registry.
- The Medical Director shall develop and form relationships with governmental and professional organizations worldwide overseeing thoracic organ transplantation and transplant data collection.

Committee Responsibilities:

- Oversee the operation of the registry and monitor its ongoing progress, participation rates, and cost-benefit ratio.
- Conduct regular evaluations regarding the need to continue to operate the registry
- Identify and revise, as needed, data collection fields and definitions that facilitate the collection of appropriate information.
- Interface with individual centers and organ exchange organizations to encourage submission of data to the Registry.
- Interface with individual centers and organ exchange organizations to enhance compliance with data collection.
- Review abstracts and manuscripts generated with the use of Registry data prior to submission for peer-review/publication
- Review results of data collection and generate regular Annual Data Reports
- Authorize, review, and approve the submission of requests for access to the data for scientific studies.
- Initiate and facilitate data analysis projects
- Oversee compliance with data use agreements
- Achieve the goals and objectives established annually by the Board for the Registry

INTERNATIONAL MECHANICALLY ASSISTED SUPPORT (IMACS) REGISTRY STEERING COMMITTEE

Note: This committee shall not have corporate authority

Committee Composition

- The Chair of the IMACS Registry Steering Committee shall be appointed by the Board of Directors for a five-year term, renewable once.
- One representative to the Committee shall be appointed by each collective actively submitting data to the Registry.
- The biostatistician for the Registry shall serve as a member of the Committee.
- Additional Committee members will be selected by the Chair and approved by the Board. Such Committee members shall be selected to ensure specialty expertise and geographic representation from areas contributing to the Registry. Such Committee members will be appointed to serve 3-year staggered terms.
- Before the appointment of a new Committee member is due, relevant Council Chairs shall be asked to solicit nominations from among their Council's membership for appointment to the Committee and shall submit such nominations to the Chair for consideration
- The Chair shall receive an annual stipend established by the Board of Directors.
- The Chair must report to the Board to include the following:
 - Summary of the prior year data collection
 - Status of deliverables from the prior year
 - List of publications arising from the registry during the prior year
 - Assessment of need to continue operating the registry
 - Plans for the coming year including proposed deliverables / publications
 - Strategic plans for the 3 and 5 year time frames
- The duties of the Chair shall include maintaining the scientific integrity of the Registry, working within the budget as set by the Board of Directors, and achieving the goals and objectives set for the Registry.

Committee Responsibilities

- Oversee the implementation of the registry and monitor its ongoing progress, participation rates, and cost-benefit ratio.
- Conduct regular evaluations regarding the need to continue to operate the registry
- Identify and revise, as needed, data collection fields and definitions that facilitate the collection of appropriate information.
- Interface with governmental agencies, international transplant networks, and individual centers to encourage their submission of data to the Registry and to enhance compliance with data submission.
- Review abstracts and manuscripts generated with the use of Registry data prior to submission for peer-review/publication
- Review results of data collection and generate regular Annual Data Reports
- Authorize, review, and approve the submission of requests for access to the data for scientific studies.
- Initiate and facilitate data analysis projects
- Oversee compliance with data use agreements
- Achieve the goals and objectives established annually by the Board for the Registry

INTERNATIONAL DONATION AFTER CARDIAC DEATH (DCD) REGISTRY STEERING COMMITTEE

Note: This committee shall not have corporate authority

Committee Composition

- The Chair of the DCD Registry Steering Committee shall be appointed by the Board of Directors for a five-year term, renewable once.
- One representative to the Committee shall be appointed by each institution actively submitting data to the Registry.
- The biostatistician for the Registry shall serve as a member of the Committee.
- The Chair may receive an annual stipend if determined by the Board of Directors to be warranted
- The Chair must report to the Board to include the following:
 - Summary of the prior year data collection
 - Status of deliverables from the prior year
 - List of publications arising from the registry during the prior year
 - Assessment of need to continue to operate the registry
 - Plans for the coming year including proposed deliverables / publications
- The duties of the Chair shall include maintaining the scientific integrity of the Registry, working within the budget as set by the Board of Directors, and achieving the goals and objectives set for the Registry.

Committee Responsibilities

- Oversee the implementation of the registry and monitor its ongoing progress, participation rates, and cost benefit ratio.
- Conduct regular evaluations regarding the need to continue to operate the registry
- Identify and revise, as needed, data collection fields and definitions that facilitate the collection of appropriate information.
- Interface with governmental agencies, international transplant networks, and individual centers to encourage their submission of data to the Registry and to enhance compliance with data submission.
- Review abstracts and manuscripts generated with the use of Registry data prior to submission for peer-review/publication
- Review results of data collection and generate scientific reports
- Authorize, review, and approve the submission of requests for access to the data for scientific studies.
- Initiate and facilitate data analysis projects
- Oversee compliance with data use agreements
- Achieve the goals and objectives established annually by the Board for the Registry

INTERNATIONAL PEDIATRIC HEART FAILURE (PHF) REGISTRY STEERING COMMITTEE

Note: This committee shall not have corporate authority

Committee Composition

- The Chair of the IPHF Registry Steering Committee shall be appointed by the Board of Directors for a five-year term, renewable once.
- One representative to the Committee shall be appointed by each collective actively submitting data to the Registry.
- The biostatistician for the Registry shall serve a member of the Committee.
- Additional Committee members will be selected by the Chair and approved by the Board. Such Committee members shall be selected to ensure specialty expertise and geographic representation from areas contributing to the Registry. Such Committee members will be appointed to serve 3-year staggered terms.
- Before the appointment of a new Committee member is due, relevant Council Chairs shall be asked to solicit nominations from among their Council's membership for appointment to the Committee and shall submit such nominations to the Chair for consideration
- The Chair may receive an annual stipend if determined by the Board of Directors to be warranted. (Should this read shall or may – this was changed for the Registry director for the DCD Registry above; MJ)
- The Chair must report to the Board to include the following:
 - Summary of the prior year data collection
 - Status of deliverables from the prior year
 - List of publications arising from the registry during the prior year
 - Assessment of need to continue to operate the registry
 - Plans for the coming year including proposed deliverables / publications
- The duties of the Chair shall include maintaining the scientific integrity of the Registry, working within the budget as set by the Board of Directors, and achieving the goals and objectives set for the Registry.

Committee Responsibilities

- Oversee the implementation of the registry and monitor its ongoing progress, participation rates, and cost benefit ratio.
- Ensure the deliverables charged by the Board are met on a timely basis.
- Conduct regular evaluations regarding the need to continue to operate the registry
- Identify and revise, as needed, data collection fields and definitions that facilitate the collection of appropriate information.
- Interface with governmental agencies, international transplant networks, and individual centers to encourage their submission of data to the Registry and to enhance compliance with data submission.
- Review abstracts and manuscripts generated with the use of Registry data prior to submission for peer-review/publication
- Review results of data collection and produce regular Annual Data Reports
- Authorize, review, and approve the submission of requests for access to the data for scientific studies.
- Initiate and facilitate data analysis projects
- Oversee compliance with data use agreements
- Achieve the goals and objectives established annually by the Board for the Registry

REGISTRIES AND DATABASES COMMITTEE

Note: This committee shall not have corporate authority

Committee Composition

- The Registries and Databases Committee shall be chaired by the Medical Director of the Thoracic Transplant Registry.
- The Chair of each ISHLT Registry or Database Steering Committee, the biostatistician for each ISHLT Registry or Database, and up to three additional members appointed by the Committee Chair to serve three year terms shall constitute the membership of the committee.

Committee Responsibilities

- Develop and revise, as needed, criteria, policies, and standards to which all ISHLT registries and databases must conform, to include the following: data field development, patient data privacy, data definitions, data collection protocols, data use protocols, data distribution protocols, data analysis, institutional enrollment, data protection, data validity and integrity.
- Ensure, to the greatest extent possible, uniformity across ISHLT registries and databases in terms of data fields, data definitions, patient identifiers, etc.
- Review and evaluate proposals for new registries and databases generated by the Scientific Councils, determine priorities, work with the lead proposer to complete initial and final proposals to be presented to the Board, and make recommendations to the Board regarding approval of such proposals.
- Ensure that input from all the Society constituencies is obtained during the development of any new Registry
- Establish an ad hoc Implementation Task Force to oversee the implementation process for each newly established Registry
- Assist Society members with Registry Award and Registry Data Request submissions.
- Provide mentorship to, and facilitate identification of appropriate mentors for, investigators interested in applying for the ISHLT Transplant Registry Early Career Award

STANDARDS AND GUIDELINES COMMITTEE

Note: This committee shall not have corporate authority

Committee Composition

- The Standards and Guidelines Committee shall consist of a Vice-Chair appointed by the Board of Directors, a Chair who shall rotate into the position after serving as Vice-Chair, and the Immediate Past Chair.
- Vice Chair and Past Chair terms are one year each. The Chair serves a 2 year term. The leader of each Scientific Council Standards and Guidelines Workforce shall serve on the Committee
- The Committee Chair may appoint up to three at large committee members to each serve a two-year term for the purpose of ensuring broad geographic representation on the Committee

Committee Responsibilities

- Identify the need to update existing standards and guidelines and to develop new standards and guidelines relevant to the mission of the Society
- Maintain a calendar for the regular review/revision of existing standards and guidelines and for the development of new standards and guidelines
- Develop and revise, as needed, criteria to which all ISHLT standards and guidelines documents must adhere.
- Develop and revise, as needed, policies regarding content of standards and guidelines documents.
- Refer suggestions and recommendations for standards and guidelines documents and consensus conferences to the appropriate Scientific Councils for development into formal proposals.
- Review proposals for standards and guidelines documents and consensus conferences generated by the Scientific Councils.
- Act as liaison between the Scientific Councils, the proposed standards and guideline document authors and consensus conference organizers, the Finance Committee, the Executive Director, and the Board to facilitate presentation of well-structured proposals for the Board's consideration, with appropriate budget proposals
- Act as liaison with the Journal editor to keep him/her aware of timelines, topics, and length of proposed standards and guidelines documents to facilitate appropriate and timely publication strategies
- Coordinate with the staff regarding external distribution/public awareness of ISHLT standards and guidelines and the publication of standards and guidelines in other-language journals
- Coordinate with the Education Committee Chair and Annual Meeting Program Committee Chair regarding the development of educational activities to disseminate information/training about new standards and guidelines.
- Provide initial review of requests from other organizations to co-sponsor or endorse standards and guidelines or consensus conferences relevant to the mission of the society and make recommendations to the Board regarding such.