

**Purpose, Composition and Job Description for the  
ISHLT Leadership Advisory Forum (LAF)  
March 8, 2020**

**Forum Purpose**

The ISHLT Leadership Advisory Forum (LAF) serves to provide a representation-based forum for the varied geographic, generational, gender, and specialty-based constituencies of ISHLT to discuss issues of interest and concern to their constituencies and the Society and share their perspectives with each other and the Board.

**Forum Composition**

The ISHLT Leadership Advisory Forum (LAF) shall consist of the following:

- The Immediate Past President, who shall serve as Co-Chair
- The CEO, who shall serve as Co-Chair
- The Chairs of each of the Interdisciplinary Network Steering Committees
- The Chairs of each of the Oversight Committees
- The Chair of the Early Career and Trainee Committee
- Up to 15 At-Large members selected by the Interdisciplinary Network Steering Committees, subject to Board approval, to ensure representation from all of the various demographic constituencies of the Society

At-Large members may not serve simultaneously on an Interdisciplinary Network Steering Committee unless no other candidates are available and willing to serve on the LAF

At-Large members may not simultaneously serve on the ISHLT Board of Directors not in a Board position for any other professional societies with overlapping membership and interest areas with ISHLT

At-Large terms are for one year, renewable up to 3 consecutive terms, after which a one year break is required

**Co-Chair Responsibilities**

- Provide initiative, leadership, and guidance to the LAF members to accomplish their responsibilities as outlined in this document
- Communicate effectively with the Board of Directors and provide reports to the Board as requested
- Communicate effectively with LAF members
- Work effectively with the ISHLT staff
- Work with ISHLT staff to develop the agendas for all LAF meetings and conference calls
- Lead all LAF meetings and conference calls

**Forum Member Responsibilities**

- Serve as a focus group for the Board and provide input, feedback, and advice regarding issues including:
  - strategic planning
  - environmental scanning
  - policy
  - mega issues
  - programs and services
- Identify strategic opportunities to foster international and/or interdisciplinary exchanges of scientific information and collaboration with other organizations and submit to the Board for consideration

- Serve as a focus group for the Board
- Communicate frequently and effectively with the Interdisciplinary Networks Steering Committees and Society members (via Professional Communities) to gather information and feedback relevant to issues under consideration / deliberation by the Board or of interest or concern to members of the Society
- Identify issues / interests / perspectives of strategic and tactical relevance to the Society and bring them to the attention of the Board of Directors for consideration
- Ensure that the needs and interests of all members and Society constituencies are heard and considered by the Board prior to decision-making
- Respond promptly and by the deadline to all assigned tasks
- Come prepared and participate actively in all conference calls and meetings

### **Key Interactions/Communications**

- ISHLT members
- ISHLT staff
- Interdisciplinary Network Steering Committees
- Board of Directors

### **Forum Member Time Commitment**

- Quarterly (at a minimum) conference calls
- One face to face LAF meeting at the Annual Meeting
- Regular communications throughout the year with Society members
- Regular consultation to the Board throughout the year as issues arise
- Individual assignments/tasks throughout the year

See also

[Professional Communities](#)

[Interdisciplinary Networks](#)

[Interdisciplinary Network Steering Committees](#)

[Early Career and Trainee Committee](#)

[Leadership Advisory Forum](#)