

**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, nor 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
- Discusses ongoing environmental scanning as a key topic during an annual meeting of the LAF and reports the results to the Board.

- Identifies opportunities to foster international exchanges of scientific information and collaboration for submission to the Board for consideration
- Serves as a focus group for the Board.
- Collaborates with the Interdisciplinary Networks and Professional Communities as needed, to gather information and feedback relevant to issues under consideration/ deliberation
- Identifies issues/interests/perspectives to bring to the attention of the Board of Directors for consideration

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](#)