

**Purpose, Composition and Job Description for the  
ISHLT Leadership Advisory Forum (LAF)  
10 September, 2023**

**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 President-Elect, 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**

- At least two virtual meetings per year
- One face to face LAF meeting in January
- 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](#)