



World Federation of Public Health Associations
Fédération Mondiale des Associations de Santé Publique
Federación Mundial de las Asociaciones de Salud Pública
Всемирная Федерация Ассоциаций Общественного Здравоохранения
世界公共卫生联盟
الاتحاد العالمي لجمعيات الصحة العامة

WFPHA Committee Guidelines

1.0 Purpose

- 1.1** Per the By-Laws of the WFPHA, Committees fulfill functions serving the governance framework of the Federation. In addition to permanent Committees, the Council may appoint interim Committees for activities limited in time. Where terms of reference and rules of procedures do not yet exist or require revision, Committees formulate these and present the drafts to the Council for acceptance.
- 1.2** New WFPHA Committees will be proposed in response to governance needs of the Federation by the Governing Council (GC) and adopted by the General Assembly.
- 1.3** Committees may communicate informally with the Officers of the Federation and depending on their tasks with member and non-member organizations and individuals, but cannot formally speak for the Federation.

2.0 Committee Chair

- 2.1** The President, after consultation with the GC, appoints the Committee Chair. The term of office for a Committee Chair is for three years, renewable for up to two additional consecutive terms.
- 2.2** The Chair should be familiar with the WFPHA governance structures and procedures and able to allocate sufficient time in support of the Committee. The Chair should be a member of a WFPHA full member organization.
- 2.3** The Chair should coordinate the Committee in agreement with its members.
- 2.4** The Chair can remain a Committee member after his/her term has ended.

3.0 Committee Members

- 3.1** For each Committee the required minimum and maximum number of members should be defined in view of its task. The minimum number for a committee should be three (3) members (including the Chair).
- 3.2** As a rule members of Committees are expected to work satisfactorily toward completing assignments; participate in meetings and/or scheduled conference calls. Members with three or more years of membership on the Committee are expected to mentor and otherwise assist new Committee members.

4.0 Committee Meetings and Reporting

- 4.1** Committees should work independently and be self-sustainable. They should organize their own meetings and manage their own means of communication among Committee members.



World Federation of Public Health Associations

Fédération Mondiale des Associations de Santé Publique

Federación Mundial de las Asociaciones de Salud Pública

Всемирная Федерация Ассоциаций Общественного Здравоохранения

世界公共卫生联盟

الاتحاد العالمي لجمعيات الصحة العامة

- 4.2** Committees report to the GC at least twice a year during the official Governing Council Telephone Conferences, with a written report submitted prior to the WFPHA's Annual General Assembly meeting.