**Circle

Description automatically generatedInternational Society of Schema Therapy**

**Committee Chairperson Agreement**

In terms of decisions of the Executive Board (at meetings on 6th August 2018 and 9th April 2019) it is the responsibility of Committee Chairpersons to ensure that:

… the committee meets regularly (usually online) at least four times a year (unless this is obviously inappropriate, for example in the case of the Election Committee) and that minutes of such meetings are taken and published on the Committee’s web page.

… one or more members are designated as backup to the Chairperson so that they can ensure the Committee continues to meet should the Chairperson be indisposed.

… although it is understood that backchannel email communication is a valuable way to exchange information and discuss matters, formal decisions should be ratified at meetings and minuted.

… information on the website related to their responsibilities and activities of the Committee is up to date and this includes providing information about ISST statutes and regulations relevant to the functioning of the committee (or links to the relevant pages on the website).

In addition Chairpersons, in guiding the work of their committees, are encouraged to reflect on and implement the spirit of Paragraph 8 (9) of the ISST statutes which require the Executive Board to understand itself to be a “collegial executive team” which “makes its decisions following thorough and consensus oriented discussions.”

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| **Committee name** | **Reporting to** | **Committee web page** |
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*Note: All committees report to the Executive Board but some committees report through a specific Board member.*

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| --- | --- |
| **Chairperson name** | **Email / phone** |
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I confirm that I am a full member of the ISST and that I accept appointment as chairperson of the above committee and I undertake to discharge the responsibilities of the appointment including those summarized above.

I understand that

* I can request someone from the ISST Virtual Office to assist me updating the webpage
* If I am unable to meet these responsibilities in the future I will inform the Executive Board and asked to be relieved of this appointment.
* If I fail to meet these responsibilities, the Executive Board may replace me.

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**Signature Date**