

EASL Internal Affairs Councillor Terms of Reference

1. Purpose

The Internal Affairs Councillor is responsible for fostering community engagement, promoting membership growth, ensuring sustainable practices, and strengthening governance within EASL. This role supports the development and implementation of internal strategies that align with EASL's values and mission, while reinforcing the integrity and cohesion of the Association's internal structures.

2. Mandate Period

- The term of office is two years, following the one-year term as Councillor-elect.
- Upon completion of their term, the Councillor may be re-elected once.
- The Councillor is eligible to apply for other Governing Board positions.

3. Process for Selection and Nomination

A call for applications is issued by the EASL Governing Board, published via EASL channels and open for a minimum of 4 weeks.

Eligibility criteria:

- Active EASL member
- Resident of a WHO-defined European country
- Required documents:
 - Motivation letter
 - Updated CV
 - Summary of scientific achievements

Applications are reviewed by the Governing Board, which selects candidates for interview. Shortlisted candidates submit a Declaration of Interest form which will be reviewed by the Ethics & Compliance committee.

The Governing Board selects candidates based on:

- Scientific profile (experience, expertise, independence, etc.)
- Inclusion and heterogeneity (scientific, geographical, career stage)
- Compliance with EASL equity, diversity and inclusion policy

Final approval is granted by the EASL General Assembly.

4. Mandate and Responsibilities

The Internal Affairs Councillor develops and oversees policies that enhance EASL's internal environment and ensures alignment with strategic objectives and best practices in governance.

Key responsibilities include:

- Developing and proposing policies in relation to:
 - Equity, diversity, and inclusion
 - Sustainability
 - Management of conflict of interest

- EASL Membership strategy
 - EASL Working Groups
 - EASL Consortia
 - Relationship with EASL Publications
 - EASL Community Communication
 - EASL Brand
 - Appropriate press and media relations
- Supporting community cohesion and member engagement through strategic policy development.
- Monitoring and aiding the implementation of these policies by the EASL Office, particularly through the application and maintenance of Standard Operating Procedures (SOPs).
- Serving as liaison between the EASL Governing Board, EASL Management Committee, and the EASL Office on matters related to internal affairs.
- Promoting good governance and transparency in the internal operations of the Association.

5. Decision-Making

- As a full Governing Board member, the Councillor participates in all Governing Board and Management Committee decisions.
- A quorum for decision-making is defined as 50% + 1 of Board members.
- Consensus is preferred; however, a majority vote will apply when required.

6. Reporting Framework

- Reports directly to the EASL Secretary General.
- Collaborates with the EASL Office and Management Committee to provide updates on key internal initiatives and governance developments.
- Prepares periodic internal review reports on policy implementation, membership trends, and organisational engagement.

7. Confidentiality

All discussions, documents, and decisions are confidential. Breaches may lead to removal from the Governing Board.

8. EASL Office Support

The EASL Office will provide support to the Internal Affairs Councillor through:

- Coordination of internal policy development and updates.
- Preparation of agendas, documentation, and reports.
- Assistance in community engagement, member communication, and media liaison activities.
- Support for Working Groups, Consortia, and Publications coordination.

Main point of contact: Head of Association & Community Services.

9. Meetings and Time Commitment

- Required to attend 3-5 Governing Board meetings (in-person or online) per year and monthly Management Committee meetings.

- Participates in monthly internal control system (ICS) meetings, contributing to risk management, compliance, and process improvement discussions.
- Additional involvement as needed for internal task forces, policy reviews, or working group oversight.
- Estimated time commitment: **8-12 hours per month**, variable depending on workload.

10. Commitment

The Councillor commits to:

- Attend all meetings
- Meet deadlines and respond promptly to requests
- Maintain regular communication with peers and the EASL Office

11. Succession and Vacancies

In the event of resignation or inability to serve, the Governing Board may appoint an interim Councillor until the next General Assembly.

12. Benefits

- The Councillor serves voluntarily.
- Expenses reimbursed per EASL policy.
- The Councillor is invited to attend EASL Congress as Governing Board members.
- The Councillor is entitled to free registration for EASL Summits upon request.
- Recognition through EASL communications and formal acknowledgement at official events.

13. Review and Amendment of Terms of Reference

The Terms of Reference will be reviewed every 3 years and may be revised with Governing Board approval.