



Membership in *fib* Commissions and task groups

Conditions of appointment

<i>Function</i>	<i>Conditions of appointment</i>
Commission chairperson	<p>Appointed by the Technical Council (TC) for a four-year term, with the possibility of re-appointment for a second term. The chairperson is responsible for:</p> <ul style="list-style-type: none"> • convening and presiding over commission meetings in appropriate intervals, normally at least once per year; • inviting meeting participants to the meetings by sending out an agenda in a timely manner; • drafting the notes from the meeting and circulating them to members and to the <i>fib</i> secretariat, not later than two months after the meeting; • distributing the documents under discussion to all commission members; • monitoring the work of the task groups; • monitoring the level of participation of members in the commission's work; • keeping the commission's terms of reference up-to-date; • reporting on the progress of work to the TC, the <i>fib</i> secretariat and, from time to time, to the public (for example at <i>fib</i> congresses, in the <i>fib</i> Structural Concrete journal, and <i>fib</i>-news); • proposing new task groups to the TC (with specific terms of reference, limited time frame and approximate number of members); • attending commission chairs meeting (one to two times per year) in conjunction with the TC); • liaising with deputy chairs of the TC on current and future work proposals.
Commission deputy chairperson	<p>Appointed by the TC for a four-year term, with the possibility of re-appointment for a second term. The deputy chairperson may share the tasks of the chairperson at any time and to any extent agreed between them. The deputy chairperson is obliged to take over all responsibilities of the chairperson whenever the latter is temporarily not able to fulfil his/her role.</p>
Commission secretary	<p>Appointed by the chairperson to assist with writing meeting notes, distributing documents, maintaining communication among commission members, etc. However, the overall responsibility for these tasks remains with the chairperson.</p>
Commission member	<p>Invited by the commission chairperson; can be subject to endorsement or directly appointed by the TC, in agreement with the commission chairperson. Membership is for a four-year term with the possibility of re-appointment. Commission members are obliged to attend most commission meetings in person. If they cannot meet this obligation they may seek the chairperson's consent to become a corresponding member.</p> <p>Commission members who do not attend meetings and/or offer no adequate explanation for their absence may at any time, be asked to resign. The TC may also call for the resignation of members who do not attend meetings and offer no adequate explanation for their absence. Commission members may not send a proxy to represent them at meetings on a permanent basis.</p> <p>Commission members may receive copies of all documents related to the Commission's activities: invitations, agenda, notes, enclosures and papers tabled during meetings, etc.</p> <p>Commission members are expected to be either individual members of the <i>fib</i> or representatives of statutory or corporate members of the <i>fib</i>. Membership in a commission does <u>not</u> imply <i>fib</i> member status.</p>

Corresponding member of a commission	By approval of the commission chairperson. Corresponding members have the same rights and obligations as full members, with the exception of attending commission meetings. They are expected to contribute to the commission's work through various means of communication.
Task group convener	<p>Proposed by the commission chairperson and appointed by the TC to lead a task group with specific terms of reference, a limited time frame and a defined membership. A convener may invite any expert to be a member of his/her task group (endorsement by the commission or TC should be sought). The convener is responsible for:</p> <ul style="list-style-type: none"> • convening and presiding over task group meetings at appropriate intervals, normally at least once per year; • inviting meeting participants by sending an agenda in a timely manner; • drafting the notes from the meeting and circulating them to task group members, the commission chairperson and to the <i>fib</i> secretariat, not later than two months after the meeting; • providing input for the terms of reference of the commission; • circulating the papers under discussion to all task group members; • monitoring appropriately the efficient participation of members in the task group's work; • setting-up working parties for well defined tasks.
Task group secretary	Appointed by the task group convener to assist with writing meeting notes, distributing documents, maintaining the communication among task group members, etc. However, the overall responsibility for these tasks remains with the convener.
Task group member	<p>The convener may invite members for endorsement by the TC. The commission chairperson may also suggest members to the convener, and the TC can appoint further members. Sponsoring members may propose one person to become a member of one task group.</p> <p>Members are obliged to attend most task group meetings in person. If they cannot meet this obligation they may seek the convener's consent to become a corresponding member.</p> <p>Task group members may receive copies of all documents related to the task group's activities: invitations, agenda, draft notes, enclosures and papers tabled during meetings. After some time, task group members are expected to be or become individual members of the <i>fib</i>, or they may be representatives of a statutory or corporate member of the <i>fib</i>. Membership in a task group does <u>not</u> imply <i>fib</i> member status.</p> <p>Task group members receive a copy of all bulletins to which they contribute as authors.</p>
Corresponding member of a task group	By approval of the convener. Corresponding task group members have the same rights and obligations as members, with the exception of attending task group meetings. They are expected to contribute to the task group's work through various means of communications.