

# Membership in Commissions and Task Groups

## Assignment conditions

<i>Function</i>	<i>Assignment conditions</i>
<b>Commission Chairperson</b>	<p>Appointed by the Technical Council for a four year term, possibility of re-appointment for a second term. The Chairperson is responsible for</p> <ul style="list-style-type: none"> <li>• holding Commission meetings in appropriate intervals, normally at least once a year,</li> <li>• inviting to the meetings by sending an agenda in due course,</li> <li>• drafting the notes from the meeting and circulating them to members and to the <i>fib</i> secretariat, not later than 2 months after the meeting,</li> <li>• circulating the papers under discussion to all Commission members,</li> <li>• monitoring appropriately the work of the Task Groups,</li> <li>• monitoring the efficient participation of Members in the Commission's work,</li> <li>• reporting on the progress of work to the Technical Council, 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> Journal, the <i>fib</i>-news or the directory),</li> <li>• suggesting the setting-up of new Task Groups to the Technical Council (with specific terms of reference, limited time scale and number of members).</li> </ul>
<b>Deputy-Chairperson</b>	<p>Appointed by the Technical Council for a four year term, 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. He/she has the duty to take over all obligations of the Chairperson in cases where the latter is temporarily not able to fulfil his/her role.</p>
<b>Commission Secretary</b>	<p>Appointed by a Chairperson wishing to have assistance for writing of notes, mailing of circulars, maintaining the communication between Commission members etc. The responsibility stays with the Chairperson.</p>
<b>Commission Member</b>	<p>Invited by the Commission Chairperson for endorsement by the Technical Council or directly appointed by the Technical Council in agreement with the Commission Chairperson, for 4 year terms with the possibility of re-appointments. Commission members have the obligation to attend personally most Commission meetings. If they cannot meet this obligation they may seek the Chairperson's consent for becoming 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. Commission members may not permanently send substitutes to represent them on meetings.</p> <p>Commission members are entitled to receive full documentation of all items treated by the Commission : invitations, agenda, notes, enclosures and papers tabled during the meetings, etc.</p> <p>Commission members are expected to join <i>fib</i> as individual members, or may participate as representatives of a statutory or corporate members of <i>fib</i>. Participation in a Commission's work does as such <u>not</u> automatically give <i>fib</i> member status.</p>

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<b>Corresponding Member of a Commission</b>	By approval of the Commission Chairperson. Same rights and obligations as members. They do not have the obligation to personally assist Commission meetings, they are expected, however, to contribute to the Commission's work by correspondence.
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<b>Convenor of Task Group</b>	<p>Appointed by the Technical Council to lead a Task Group with specific terms of reference, a limited time scale and a defined membership. A Convenor is free to invite any expert as a member to his/her Task Group (endorsement by Commission or Technical Council should be sought) and is responsible for</p> <ul style="list-style-type: none"> <li>• holding Task Group meetings in appropriate intervals, normally at least once a year,</li> <li>• inviting to meetings by sending of an agenda in due course,</li> <li>• drafting the notes from the meeting and circulating them to members, to the Commission Chairperson and to the <i>fib</i> secretariat, not later than 2 months after the meeting,</li> <li>• circulating the papers under discussion to all Task Group members,</li> <li>• monitoring appropriately the efficient participation of Members in the Task Group's work,</li> <li>• setting-up of working parties for well defined tasks.</li> </ul>
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<b>Secretary of Task Group</b>	Appointed by a TG Convenor wishing to have personal assistance for writing of notes, mailing of circulars, maintaining the communication between Task Group members etc. The responsibility stays with the Convenor.
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<b>Member of Task Group</b>	<p>The Convenor may invite members for endorsement by the Technical Council. Also the Commission may suggest members to the Convenor. And the Technical Council can appoint further members to a Task Group.</p> <p>Members have the obligation to attend personally most Task Group meetings. If they cannot meet this obligation they may seek the Convenor's consent for becoming a Corresponding Member.</p> <p>They receive full documentation of all items treated by the Task Group : invitations, agenda, draft notes, enclosures and papers tabled during the meetings. After some time, Task Group members are expected to join <i>fib</i> as individual members, or may participate as representatives of a statutory or corporate member of <i>fib</i>. Participation in a Task Group's work does as such <u>not</u> automatically give <i>fib</i> member status. It will, however, entitle to receive a free set of all publications that were elaborated with his/her co-authorship.</p>
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<b>Corresponding Member of TG</b>	By approval of the Convenor, same rights and obligations as members. They do not have the obligation to personally assist Task Group meetings, they are expected, however, to contribute to the Task Group's work by correspondence.
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<b>Special Activity Groups</b>	For Special Activity Groups (SAGs) apply the rules as given above for Commissions. They are not attached to a particular Commission but report directly to the Technical Council.
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