

## **EAHAD Psychosocial Professionals Committee Terms of Reference**

Version approved on October 2021

---

### **1. Purpose of the Committee**

The purpose of the committee is to improve the psychosocial quality of care of patients with haemophilia and allied disorders throughout Europe by enhancing psychosocial services as a core component of comprehensive care and supporting psychosocial research and to form international standards of psychosocial care.

### **2. Membership of the Committee**

The Psychosocial Professionals Committee is comprised of five (5) to seven (7) members including a chair, vice-chair and secretary.

Any registered or qualified psychologist, social worker or any other psychosocial professional, who has an interest in the management of haemophilia and allied disorders will be eligible to be a member of the EAHAD Psychosocial Committee. Members must be able to speak and write in English, have experience in caring for people living with haemophilia and allied bleeding disorders and preferably participating in advanced psychosocial care activities. The committee can have a maximum of one (1) ex-officio member, who has the same rights and responsibilities as the other members, including the right to vote, but cannot be elected chair or vice-chair.

At any given time, there should be no more than two (2) members being from the same European country.

Members of the committee have a term of three (3) years and can be re-appointed for a second period of up to three (3) years. The maximum membership term will be a total of six (6) years. Terms of membership will be staggered to ensure that there will be a balance of new and experienced members. This applies to any potential ex-officio member as well.

#### **Appointment of members:**

When a vacancy arises, or a new need is identified from the committee, a call for new members will be published on the EAHAD website and circulated via EAHAD's social media channels.

Existing committee members will review the applications. Agreement within the committee is desired and a majority of members of the committee must agree on the appointment of a new member. In case of a tie, the chair of the committee has the deciding vote.

Selection of the chair, vice-chair and secretary will be made by the committee every two (2) years. The vice-chair will automatically be appointed to the position of chair after the expiry of their term as vice-chair. The committee can choose to co-opt the outgoing chair for a maximum period of two (2) years. A committee member whose mandate as committee member expires whilst their mandate as chair, vice-chair, or secretary has not yet expired may be reappointed for another mandate as a committee member irrespective of having exceeded six (6) years on the committee.

Committee members can choose to co-opt additional committee members during the year if they are of the opinion that the committee does not contain an adequate number of members representing experienced psychosocial professionals throughout Europe. Co-opted members serve a term of one (1) year. Nevertheless, the total number of members cannot exceed seven (7).

### **3. Function of the Psychosocial Professionals Committee**

The committee will work towards a set of objectives and activities agreed upon in discussion within the committee itself and with the EAHAD Executive Committee.

All committee members are required to actively participate in the work of the committee. Each member must attend no less than 50% of scheduled meetings in a given calendar year. This can include participating via web/teleconference.

See Appendix 1 for a full list of Roles and Responsibilities of the Psychosocial Professionals Committee members.

### **4. Frequency and funding of Psychosocial Professionals Committee Meetings**

The committee meets in person up to three (3) times per year. One (1) meeting will be in connection with the annual EAHAD Congress. The meetings will be funded via and organised by the EAHAD Office and at least one staff representative of the EAHAD Office will attend each meeting. Teleconferences may be scheduled in addition to in-person meetings.

Quorum for the meetings of the Psychosocial Professionals Committee is set at four (4) members, including at least one of the following: chair or vice-chair.

### **5. Reports to be produced by the Psychosocial Professionals Committee**

The committee will produce reports outlining its progress on agreed objectives. The reports will be submitted to the Executive Committee.

### **6. Agendas and Minutes**

The chair will determine the agenda prior to the meeting. The agenda will be circulated to the committee members at least one (1) week prior to the meeting.

Minutes will be distributed to committee members within two (2) weeks of the meeting date.

### **7. Review of the terms of reference**

The committee will review the terms of reference every two (2) years.

## **Appendix 1**

## **Roles and Responsibilities of the Psychosocial Professionals Committee**

### **The chair of EAHAD Psychosocial Professionals Committee:**

- Serves as the representative of EAHAD Psychosocial Professionals Committee
- Attends the Executive Committee meetings and reports on the work of the Psychosocial Professionals Committee
- Attends the EAHAD Annual General Meeting (AGM)
- Convenes meetings of the Psychosocial Professionals Committee
- Chairs the meetings of the Psychosocial Professionals Committee
- Determines the agenda for the meetings of the Psychosocial Professionals Committee
- Leads the strategic planning process with the Psychosocial Professionals Committee
- Connects and maintains relations with key persons in the psychosocial care field throughout Europe
- Oversees the planning process of the annual EAHAD Congress Allied Health Professionals Pre-Congress Day
- Is responsible for good collaboration with the vice-chair to facilitate a smooth hand over at the end of their term of office

### **The vice-chair of EAHAD Psychosocial Professionals Committee:**

- In the absence of the chair: chairs the meetings of the EAHAD Psychosocial Professionals Committee
- Evaluates the progress of projects together with the chair
- Works with and provides assistance to the chair in undertaking the duties under his/her mandate

### **The Secretary of EAHAD Psychosocial Professionals Committee:**

- Supports with the drafting of the Minutes of the EAHAD Psychosocial Professionals Committee meetings
- Keeps track of attendance at EAHAD Psychosocial Professionals Committee meetings
- Collects nominations for EAHAD Psychosocial Professionals Committee members

### **The Committee members of EAHAD Psychosocial Professionals Committee:**

- Are members of EAHAD
- Are responsible for carrying out the annual objectives and activities of the EAHAD Psychosocial Professionals Committee
- Represent the interests of psychosocial professionals working in rare bleeding disorders services towards the improvement of psychosocial care for people living with haemophilia and other allied disorders in Europe
- Contribute to the strategic planning process of EAHAD Psychosocial Professionals Committee
- Shall have designated specific responsibilities as agreed by the EAHAD Psychosocial Professionals Committee