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ECVS STANDARD OPERATING PROCEDURE:

Committee Members Selection Process

New members of the ECVS Board of Regents and committees are selected according to the following processes:

Board of Regents

- Regents (one new SA and one new LA Regent per year):
 - Diplomates are eligible for the role of SA / LA Regent if they have served on one of the College's full committees (primarily Examination and Credentials Committee; Programme Committee members can be considered).
 - The Office provides a list of former committee members to the President Elect in time for the September meeting. This list protocols relevant information such as if a person does not want to be considered for election at all or not for certain years etc.
 - At the September meeting, the President Elect proposes and the BoR agrees on a list of 2-3 candidates (potentially with back-ups) per specialism to be proposed for election. The President Elect approaches the selected candidates to obtain their consent to stand for election.
 - At the February meeting, the President Elect confirms the list of candidates who have agreed to stand for election.
- President Elect
 - Diplomates are eligible for the role of President Elect if they have served as a Regent on the BoR for a regular tenure.
 - At the September meeting, the President Elect proposes and the BoR agrees on the candidate for the next President Elect. He/she is approached in time for the February meeting.
- Executive Secretary and Treasurer
 - The candidates for Executive Secretary and Treasurer are selected by the BoR when the previous holder of the role's tenure is approaching its end.
- All BoR roles are to be elected or confirmed by election by the membership and are to be proposed to the membership for election in spring (allowing 60 days for election before the July meeting).
- Following confirmation by election, new BoR members will receive an official invitation letter, detailing duties and benefits.
- All new BoR members need to sign the confidentiality declaration before commencing their duties.

Full Committees

- The College's full committees are
 - Examination Committee
 - Credentials Committee
 - Programme Committee
- Diplomates are eligible for a role on one of the full committees from five years after passing the exam. Diplomates must be (EBVS-)certified to be eligible for a role on the Examination and Credentials Committee.
- Diplomates interested in a role on one of the committees are invited to make their interest known to the ECVS Office, which keeps a list of volunteers.
- Incoming members for the Examination, Credentials, and Programme Committee are selected by the respective committee and proposed to the Board for ratification.
- The committees are to consult the list of volunteers provided by the Office when selecting a new member.
- All committees shall strive for a balanced composition of male / female, orthopaedics / soft tissue, native English / other languages, private practice / academia, various countries etc. when selecting their members.
- If a committee cannot find a candidate that meets their requirements on the list of volunteers, they may select a person from outside the list, but must explain their reasons for not choosing one of the volunteers.
- The committees usually propose their incoming members to the BoR for ratification at the following meetings:
 - Examination Committee: February; tenure starts with the next EC meeting following the exam
 - Credentials Committee: February; tenure starts with the CC's September meeting
 - Programme Committee: February; tenure starts with the following July meeting / ASM
- If the proposal for new committee member has not been presented to the BoR at the designated meeting (or if the selected member declines joining the committee) the choice of incoming member needs to be ratified by the BoR via email in time for the start of the tenure.
- Following ratification by the BoR, the committee can informally invite the new member to join the committee. Following confirmation, the ECVS Office will send an official invitation letter to the new member, detailing duties and benefits.
- All new committee members need to sign the confidentiality declaration before commencing their duties.

Other Committees

Members of committees other than the full committees are recruited according to the following processes:

- Programme Recertification Committee
 - The previous chairs (SA / LA) of the Credentials Committee automatically take on the role of Programme Recertification Committee member after ending their tenure on the CC (for one or two years, depending on when the next member rolls off).
 - There are no further administrative requirements to install Programme Recertification Committee members in their role.

- Recertification Committee
 - There are no special requirements for Diplomates to be eligible for a role on the Recertification Committee; usually more experienced members of the College with a senior view are selected.
 - The Recertification Committee proposes a new incoming member to the BoR for ratification when the senior member approaches the end of their tenure.
 - Following ratification by the BoR, the ECVS Office will send an official invitation letter to the new member, detailing duties and benefits.
 - The new committee members needs to sign the confidentiality declaration before commencing their duties.

- Research Committee
 - One new member of the Research Committee is selected by the BoR each year at the September meeting.
 - Any member of the BoR who sees themselves in a suitable position to do so may approach the selected Diplomat to invite them to join the committee.
 - When the person accepts, the ECVS Office will send an official invitation letter to the new member, detailing duties and benefits.
 - The new committee members needs to sign the confidentiality declaration before commencing their duties.

- Appeals Committee
 - One new member of the Appeals Committee is appointed by the BoR every year.
 - Always one member of the Appeals Committee must be a non-ECVS Diplomat.
 - Always one member of the Appeals Committee must be a former, fairly recent member of the EC.
 - Members of the Appeals Committee shall not be current members of the Exam or Credentials Committee or the BoR.

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- Any member of the BoR who sees themselves in a suitable position to do so may approach the selected (ECVS or non-ECVS) Diplomate to invite them to join the committee.
 - When the person accepts, the ECVS Office will send an official invitation letter to the new member, detailing duties and benefits.
 - The new committee members needs to sign the confidentiality declaration before commencing their duties.
 - MCQ Sub-Committee
 - *Question authors*
 - There are no special requirements for Diplomates to be eligible for the MCQ sub-committee. Newly-boarded Diplomates who do not yet qualify for a role on one of the full committees are very much encouraged to join.
 - Diplomates interested in joining the committees are invited to make their interest known to the ECVS Office, which keeps a list of volunteers.
 - New MCQ sub-committee members are selected by the sub-committee chairs from this list. The choice of MCQ authors is up to the MCQ sub-committee chair and does not require ratification by the BoR.
 - New members may join at any time during the year.
 - The MCQ sub-committee chairs may ask potential authors to write one or more test questions before being admitted onto the sub-committee.
 - All new MCQ authors need to sign the confidentiality declaration before commencing their duties.
 - *MCQ sub-committee chairs*
 - The two chairpersons of the MCQ sub-committee are either former members of the EC or are selected from the current or former members of the MCQ sub-committee.
 - Ombudsperson
 - The Ombudsperson is appointed by the BoR for a term of three years with the possibility for re-appointment for maximum one extra term.
 - The appointed person should be an ECVS Diplomate but should not currently be on the BoR or any of the Committees.
 - They should have trained ECVS Residents and have a working knowledge of ECVS training programmes in a number of countries.