

GUIDELINES COMMITTEE (AD HOC)

Purpose: This Committee identifies topics requiring guidelines. Then works closely with our partner organizations to develop a taskforce of dual members to write or endorse existing guidelines.

Responsibilities:

- Identify topics in peripheral neuropathy for new or updated guidelines;
- Partner with other organizations (in particular the EAN) to determine the needs of the guidelines and for identifying potential support;
- Identify taskforce leaders and support the development of a taskforce to write or endorse existing guidelines;
- Work closely with our partner patient advocacy organizations to provide input to the taskforce;
- Conduct or appoint a person for review of a new guideline prior to publication;
- Report to Board as needed on Committee initiatives and projects;
- Other projects as assigned by the Board.

Term of Service:

Chairs: The Committee Chair serves a four-year term (the first two years as Vice Chair and the second two years as Chair). The Committee Vice Chair serves a four-year term (the first two years as Vice Chair and the second two years as Chair). The Chair and Vice Chair positions are not renewable. Chairs are eligible to become committee members at large, after their terms conclude.

Members: Member appointments are for two-years, renewable for a maximum of three two-year terms.

Frequency of Meetings:

As deemed necessary. The bulk of this committee's work is conducted by email. The frequency of Committee meetings is at the Committee Chair and Executive Office's discretion.

Expectations:

If members are unable to make meetings, members are expected to review materials and contribute via email in advance.

Selection Process:

The Committee Chair and Vice Chair are appointed by the President. New members are solicited from PNS membership, for approval by the Committee Chair & President. All Committee members are required to be members of the society in good-standing. Interested individuals complete an application form.

Composition:

The Committee typically consists of a minimum of (4) members, including the Chair and Vice Chair. Additional members may be invited to serve in a Committee related specific task force or subcommittee



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as deemed necessary by the Committee. The final composition of the committee is at the Chair and PNS President's discretion.

Board Reports:

All standing committees (when active) are required to report to the PNS Board of Directors at a minimum of once annually.