

## Member Community Appointments

### 1. Co-chairs of Member Networks

- 1.1. A co-chair is appointed for a term of 2 years, and may be appointed for a second term of 2 years, after which they must retire.
- 1.2. There are two co-chairs of each Network.
- 1.3. Co-chairs should be subject matter experts and must be an employee of a member institution working in a relevant professional field.
- 1.4. A person will cease to be a co-chair if:
  - their first term comes to an end and they do not wish to continue for a second term
  - their second term comes to an end
  - their employment at a member institution ceases
  - their employment switches to the same institution as the other co-chair of the Network
  - they change roles into a different professional field which is not sufficiently relevant to the Network
  - they are absent without reasonable explanation from two consecutive meetings of the Network
  - the Board considers it to be in the best interest of IHE for their appointment to be terminated
  - they inform IHE staff by email that they would like to terminate their term early.

### 2. Appointment process

- 2.1. When a vacancy arises for a co-chair of one of IHE's Networks, there will be an open application process.
- 2.2. A call for applications will be sent via the IHE Community online platform to all attendees of the relevant Network. A deadline will be given of not less than two weeks in advance.
- 2.3. A call for applications will also be made at relevant Network meetings.
- 2.4. After the deadline, if there are no applications, a further call will be made, and another deadline set.
- 2.5. If more than one application is received from one member institution, IHE staff will make contact with a member of the senior management team at that institution to clarify which candidate should be put forward.
- 2.6. Applications will be collated and sent to the next meeting of the Governance and Nominations Committee for selection.
- 2.7. The GNC will discuss all candidates and make a selection based on the criteria below.

### 3. Criteria for appointment

3.1. The GNC will assess each application and select a suitable candidate, taking the following into account:

- The candidate's answers to the questions in the application form and how well they align with IHE's values and strategy
- The candidate's experience in the Network field, as set out in the CV
- The candidate's attendance and contributions at previous Network meetings
- The number of co-chairs across all IHE Networks from the same institution