

## 1. BACKGROUND

Describe the parent society and its mission and vision. Describe the situations that will be improved by having a YNC.

## 2. PURPOSE

The purpose of the [group name] is to [complete the purpose of the group...]

A description of the purpose of the group could be something like,

“The purpose of the YNC is to bring together like-minded young nephrologists, trainees and health care professionals in the field of nephrology from around the world, with a particular focus on reviewing nephrology resources and practices in low and middle income countries.”

## 3. OBJECTIVES

What are the goals / objectives of the group?

## 4. COMPOSITION OF GROUP, SIZE AND MEMBER’S TERMS

### 4.1 TYPE OF GROUP

Please specify what type of group this is, e.g., a committee or working group or other type of group depending on the group structures used by the parent society.

### 4.2 CHAIR & DEPUTY CHAIR (or similar leading roles e.g. President / Vice President)

Describe term duration, eligibility and work description for the leading positions of the leaders of the group.

Describe the dynamics for selection of these positions and how to proceed in case there are vacancies.

### 4.3 MEMBERS

Describe the composition of the committee: number of members, diversity requirements. For YNCs it is important to specify any age limitations, and if trainees and fellows are also eligible.

To be a member of the YNC, it is necessary to be a member of the parent association.

Describe the duration of the terms and the selection processes.

Describe how the members are selected and how to proceed in case there are vacancies to be filled in the middle of the term.

## 5. ROLES & RESPONSIBILITIES OF [GROUP NAME] MEMBERS

Describe the tasks that the YNC members will need to perform.

## 6. SUPPORT FROM PARENT SOCIETY

Will the group be allocated support from the parent society? If so, please specify what kind of support that will be: budget line, communications, staff time (define what that staff member will do, e.g. facilitate conference call arrangements, maintain up to date membership lists with contact details and process expenditures under the approved budget for the group etc).

Is there a Liaison person with the leaders of the parent society? If so, please specify who it is and what they will do.

## 7. MEETINGS

Define periodicity and format of the meetings for the functioning of the YNC.

## 8. RECOMMENDATIONS (How are recommendations by the group made)

E.g.

8.1 A quorum is established when at least half of the [group] members attend a meeting.

8.2 Recommendations are made by a simple majority present after a quorum is established (e.g. more than half of the votes cast of the people present at a meeting).

8.3 Where a recommendation is requested via email, group members will be given 5 working days to vote on it.

8.4 A recommendation will be instructive to but not binding on the person/group requesting it.

## 9. REPORTING

Progress reports to the parent society should be produced periodically, indicating the activity taken towards fulfilling the group's objectives and achievements of the YNC. They should be submitted in the format and periodicity specified by the regulations of the parent society.

## 10. BUDGET

[delete if not applicable]

Has the parent society allocated a budget to the group? If so, please specify that the group will be allotted a budget each year, which will be communicated to the group at the end of the previous year.

## 11. FUNDRAISING & MECHANISM FOR USE OF FUNDS

Define if the group is allowed to carry out fundraising or not.

## 12. DECLARATION OF INTERESTS

We suggest that you request all group members to declare any relevant interests. A potential or actual conflict of interest exists if a group member might reasonably lack objectivity in their contribution to the parent society because of any personal, professional, financial, or other interest or relationship they may have. If such an interest exists, the member should inform the Chair. The Chair will decide whether the member should be excluded from a particular activity, and whether the leadership group of the parent society should be informed. The leadership group of the parent society will decide whether the conflict is sufficient for the member to be excluded from the group.

The TERMS OF REFERENCE should be approved in accordance with the parent society's governing rules (e.g., by the governing body of the parent society) and signed by an individual on behalf of the approving group and the Chair of the YNC.