Summary of Steering Committee Review

June 2013

1. Most committee members believed they were in the right position. A few would like to change role. Two members decided to step down.
   a) A internal election will take place for new roles.
   b) Clear job descriptions and expectations for each role will be given.
   c) Vacant positions will be advertised as soon as possible.

2. All members agreed it could be tricky communicating with each other due to being in different global locations.
   a) Each team will have one co-ordinator to arrange Skype time or phone calls.
   b) Deadlines will be fixed for responses for emails.

3. Re whether committee members should be involved in discussion not relevant to their role, it was voted everyone should participate as each discussion should have full committee input.
   a) A response is needed for each discussion.
   b) The response should be within a fixed deadline.

4. Due to the possibility of a conflict of interest it was decided that IPSF committee members who are executive members in national federations should not have the authority to accredit other federations.
   a) Members of the accreditation team are obliged to declare any conflict of interest and step down if necessary.
   b) Executive Committee Members in National Federations will not be eligible to apply for a position in the accreditation team.

5. It was decided there needs to be a Committee Members handbook with rules and guidelines about each role, ethical considerations and expectations.