



ISSVA

Committee, Task Force, and
Working Group

Guidelines & Reference
Manual
2024

2024 Reference Manual

Table of Contents

International Society for the Study of Vascular Anomalies

- [About ISSVA](#).....
- [Mission Statement](#).....
- [Bylaws](#).....

Structure Overview

- [Definitions](#).....
- [Board of Directors](#).....
- [Committees](#).....
- [Working Groups](#).....
- [Task Forces](#).....

Committee, Working Groups, and Task Forces

- [Composition, Eligibility, Appointments & Terms](#).....
- [Member Appointment Process](#).....

Overview of Roles & Responsibilities

- [Board Liaison](#).....
- [Chair](#).....
- [Vice Chair](#).....
- [Committee Member](#).....

General Policies & Expectations

- [Communication on Behalf of ISSVA](#).....
- Expectations
 - [General](#).....
 - [Attendance & Compliance](#).....
 - [Meetings](#).....

Resources

- [Journal of Vascular Anomalies \(JoVA\) Article Submission](#).....
- [ISSVA Staff Listing](#).....

Toolkit

- [Project Proposal Template](#).....
- [Board Report Template](#).....

International Society for the Study of Vascular Anomalies

About the International Society for the Study of Vascular Anomalies (ISSVA)

The International Society for the Study of Vascular Anomalies (ISSVA) is the formalization of prior biennial international workshops, which were started in 1976 by Drs. John Mulliken and Anthony Young, of specialists interested in the diagnosis, management and investigation of these disorders. ISSVA was officially founded in 1992, two years after its first International Workshop held in 1990 in Amsterdam. The basic concepts behind the workshops have been maintained over the years as the field burgeoned around the original classification of vascular anomalies developed, revised and codified by ISSVA.

Today, the ISSVA workshops, held all over the world, gather hundreds of international specialists of various medical disciplines involved in the treatment of patients afflicted with vascular anomalies. These workshops have fostered time proven personal contacts, collaboration, and informal exchange of scientific knowledge concerning vascular anomalies. The ISSVA membership is comprised of the dedicated physicians, scientists, and allied health professionals who attend the workshops and support the fundamental mission of the organization to improve the lives of patients with vascular anomalies.

Vascular anomalies are a group of common and rare disorders of blood vessel growth leading to identifiable vascular lesions and their associated morbidities. The official language of the Society is English and the Society is governed by the law of the United States of America.

Mission Statement

ISSVA is a multidisciplinary international society of physicians, scientists, and health care providers united by an interest in vascular anomalies. The Society aims to promote the highest standards of care for patients with vascular anomalies by advancing clinical and scientific knowledge concerning causes, diagnosis and treatment, and by education of physicians, health care providers, patients and the community. The Society encourages the free flow of information between its members and interested groups, through workshop meetings and teaching programs, and by the dissemination of a classification scheme and pertinent scientific data.

Bylaws

[CLICK HERE](#) to view the current bylaws of the society.

STRUCTURE OVERVIEW

Structure Overview

Because ISSVA is legally and financially responsible for the actions of any of its committees, task forces, and working groups, the following guidelines shall be followed by all volunteer members of ISSVA. These guidelines will be reviewed by the ISSVA president and president elect on an annual basis with updates presented to the Board for review and approval.

The standing committees that comprise the International Society for the Study of Vascular Anomalies (ISSVA) and that exist to carry out the mission and objectives of the society as stated in its bylaws, Article V and are as follows:

ARTICLE V COMMITTEES

Section 1. Committees of Directors. The Board, by resolution adopted by a majority of the directors in office, may designate and appoint one or more committees, each consisting of 2 or more directors, which committees shall have and exercise the authority of the Board in the governance of the Corporation. However, no committee shall have the authority to amend or repeal these Bylaws; elect or remove any officer or director; adopt a plan of merger; or authorize the voluntary dissolution of the Corporation.

Section 2. Scientific Committee. The Scientific Committee is responsible for determining the scientific program for Scientific Meetings with the guidance of the Board. The Scientific Committee consists of at least 5 members. In addition, the President and Secretary shall serve as ex officio members with voting rights. The Chair of the Scientific Committee is elected for a period of 4 years by Board of Directors and ratified by the General Assembly. Re-election is possible. Other members of the Committee are appointed by and for terms determined by the Board, which may seek input from the full voting membership of the Society.

Section 3. Other Committees and Task Forces. The Board may create and appoint members to such other committees and task forces as they shall deem appropriate. Such committees and task forces shall have the power and duties designated by the Board and shall give advice and make non-binding recommendations to the Board.

Section 4. Term of Office. Each member of a committee shall serve for such term as the Board shall designate or until a successor is appointed, unless the committee is sooner dissolved.

Section 5. Vacancies. Vacancies in the membership of committees may be filled by the Board.

Section 6. Rules. Each committee and task force may adopt rules for its meetings not inconsistent with these Bylaws or with any rules adopted by the Board.

STRUCTURE OVERVIEW

Definitions

Committees

Committees are established through the ISSVA bylaws as a collection of ISSVA members to such other committees and task forces as the Board shall deem appropriate. Such committees and task forces shall have the power and duties designated by the Board and shall give advice and make non-binding recommendations to the Board. Each committee will have a chair responsible for its direction, productivity, and meetings.

Working Groups

Working groups are established as a group of ISSVA members who have a common interest that affects both the Society and the specialties not covered by either a committee or task force. Working groups are formed within committees as specific areas of interest and must be approved by the ISSVA president and president-elect, committee board liaison, and committee chair prior to formation. Each working group will have a lead responsible for its direction, productivity, and meetings. This lead will be selected by the committee chair in consultation with the Board Liaison, with approval from the President and President-Elect. The lead will be a member of the committee (ex: Pathology Lead will be a member of the Education Committee) who will meet four times annually for collaboration and idea-sharing.

Task Forces

The ISSVA President proposes, and Board approves, task forces to focus on a specific issue/challenge with a timeline to complete the work necessary. When the work is complete, the task force is dissolved. Each task force will have a chair responsible for its direction, productivity, and meetings. The Chair and the members will be determined by the President and President-Elect in consultation with the Board.

BOARD OF DIRECTORS

LEO SCHULTZE KOOL
President
Nijmegen, Netherlands

MARIA GARZON
Treasurer
New York, NY, USA

JUAN-CARLOS LOPEZ-GUTIERREZ
President Elect
Madrid, Spain

DOV GOLDENBERG
Scientific Committee Chair
São Paulo, Brazil

FRANCINE BLEI
Past President
New York, NY, USA

GRESHAM RICHTER
Editor-in-Chief
Little Rock, AR, USA

MIIKKA VIKKULA
Vice President
Brussels, Belgium

EULALIA BASELGA
Member at Large
Barcelona, Spain

DENISE ADAMS
Secretary
Philadelphia, PA, USA

ANNOUK-ANNE BISDORFF-BRESSON
Member at Large
Paris, France

MICHEL WASSEF
Member at Large
Paris, France

COMPOSITION, ELIGIBILITY, APPOINTMENTS, & TERMS

Composition, Eligibility, Appointments, & Terms

Committees

- All committees shall have at least five members.
- Each committee will have a chair responsible for its direction, productivity, and meetings.
- Each committee will have a board liaison appointed by the ISSVA President responsible for reporting committee activities, proposals, and budgetary requests to the ISSVA Board of Directors.
- Board Liaisons
 - Are recommended by the President and President-Elect with approval by the Board.
 - Act as liaison between ISSVA Board of Directors and committees.
 - Reports on committee activities as requested at board meetings.
 - Provides board with any requests or proposals from the committee for approval, including but not limited to any activity which requires a financial request.
- Committee Chairs/Vice Chairs
 - The ISSVA President and President-Elect and Board Liaison will appoint the Chairs/Vice Chairs of each committee with approval by the Board, and will be selected on the basis of their active participation, organizational skills, and evidence of leadership abilities within ISSVA.
 - In addition, individuals fulfilling the above criteria, but who have not served as members of the committee, but have served in a similar capacity as a chair on a comparable committee or other comparable professional society, would be eligible to serve.
 - The Chair/Vice Chair will be invited to serve for a term of two years, regardless of the number of years he/she may have already served as a member of the committee. Committee Vice Chair term is two years, ascending to Committee Chair, which is a two-year term. Total leadership term is four years. The Chair of the committee will be limited to serving a maximum of one term at a time and will be eligible to serve again after a period of four years (i.e., two terms).
 - Members of industry with a perceived conflict of interest may not be Chairs unless special approval is sought by the President.
- Committee Members
 - All members of the ISSVA in good standing are eligible to serve as members on committees.
 - A call for committee members is sent to all ISSVA members on an annual basis.
 - The link to apply to committees will be active year-round, however, appointments will be confirmed on a quarterly basis.
 - Non-members may be asked to serve in an adjunct role on committees for a specific purpose or time period. These appointments must be approved by the ISSVA president in consultation with the committee chair.
 - Committee members will be selected by the Board Liaison and the Committee Chairs/Vice Chairs, and confirmed by the President, and will be invited to serve for a term of two years. Committee should be composed of a mix of “new” members and members who have served on the committee whenever possible to assure continuity.
 - On an annual basis, eligible members will have the option to be reappointed to a committee as long as they are active members of the committee.
 - The president/president-elect will consult the committee chair/vice chair, along with staff, regarding committee engagement prior to the renewal notification being sent. Each committee member status

GENERAL POLICIES & EXPECTATIONS

will be reviewed as being active or inactive committee members.

Active Committee Members: Active is defined as activity participation in committee meetings and projects.

Inactive Committee Members: Inactivity is defined as nonparticipation in committee meetings and projects. Inactive committee members are not eligible to be reappointed to the particular committee.

Working Groups

- All working groups will have a minimum of 5 members from the Society.
- Working group members must be members of the Society.
- Working groups are formed within committees as specific areas of interest, and must be approved by the Board of Directors, board liaison, and committee chair prior to formation.
- Each working group will have a lead responsible for its direction, productivity and meetings.
- The lead will be a member of the overall committee (ex: Pathology Working Group Lead will be a member of the Education Committee).
- The lead will be selected by the President and President-Elect in consultation with the board liaison and committee chair.
- Working groups can be dissolved if the number of members falls below the minimum required number or by a 2/3 vote of the Board.

Task Forces

- The ISSVA President proposes and ISSVA Board approves task forces.
- Each task force will have a chair responsible for its direction, productivity, and meetings.
- All members of the ISSVA are eligible to serve on task forces.
- All task force chairs, board liaisons, and members will be determined by the President and President-Elect in consultation with the Board.
- The terms of the chair and members is limited to task force charge. The expectation is that the group will disband when the goals have been completed.

Committee Member Appointment Process

- All members of ISSVA in good standing are eligible to serve as members on committees.
- On an annual basis, current members of committees will be sent a link to renew their membership on committees. In addition, a call for committee nominations will be sent to all ISSVA members to join committees.
- The link to apply to committees will be active year-round and appointments will be confirmed quarterly.
- Applicants will be reviewed for approval by the Chair and Board Liaison, and confirmed by the President and President-Elect.
- Special appointments to committees may be made by the President/President-Elect who will consult Committee Chairs on member appointments prior to making them.
- Members employed by industry may join any other committee; however, these members are not eligible to participate in the following activities:

GENERAL POLICIES & EXPECTATIONS

- Authorship or co-authorship of guideline statements
 - Planning or execution of any accredited CME activity
 - Members of industry with a perceived conflict of interest may not be Chairs.
- Members affected by the above standards because of committee or other appointments should provide updated disclosure information annually.

OVERVIEW OF ROLES & RESPONSIBILITIES

Overview of Roles & Responsibilities

Overview of Board Liaisons

A Board of Directors Liaison is assigned to each committee, task force, and working group. The President appoints the Board Liaisons after the first board meeting at Congress. The role of the Board Liaison is to serve as a communication conduit between the Board and the committee, task force, or working group. Chairs should assure participation of their Board Liaison in all activities, including mailings, e-mails, and meetings. In addition, the chair should contact the Board Liaison whenever assistance is required or advice is sought.

Overview of Chairs

The primary responsibility of each Chair is to complete the assigned objectives. Chairs should maintain communication with their members and the Board Liaison. Chairs should establish a plan of action for the committee/task force/working group annually for presentation to the Board Liaison for approval, to be confirmed by the Board of Directors. Chairs must make a formal request to the Board Liaison for any budgetary considerations, to be confirmed by the Board of Directors. Chairs should monitor progress of assignments and provide leadership to their members. Chairs may develop workgroups as needed to complete assigned objectives. It is recommended that the chair develop a timeline for the completion of objectives with the major components of the tasks outlined and with clearly stated deadlines. Assignments should be distributed and understood by all members. While formal meeting minutes are not required, brief reports are often valuable to document task assignments and progress. Chairs should convene and preside over meetings and other means of communication. They should ensure that all members are assigned to serve on workgroups to fully participate in the committee/task force/working group activities. Chairs should promote leadership development by assigning increasing responsibilities to members who demonstrate leadership potential. Chairs must provide a written report prior to the Congress for the Board's review. Chairs may also be asked by the President to provide an article for the newsletter to update the membership on a project or issue.

Overview of Vice Chairs

The primary responsibility of each Vice Chair is to support the Chair and handle any tasks assigned by the Chair. If the Chair is not available for a meeting, the Vice Chair would preside over the meeting.

Overview of Committee/Task Force/Working Group Members

Members are expected to attend at least 75% the meetings of the committee, task force, or working group. They should assist in completing objectives by accepting task assignments and meeting deadlines. Members should participate in discussion and offer constructive criticism, as well as suggestions for future activities.

GENERAL EXPECTATIONS

Committees

Committees are established through the ISSVA bylaws as a collection of ISSVA members chosen by the board to represent each committee. Such committees and task forces shall have the power and duties designated by the Board and shall advise and make non-binding recommendations to the Board. Each committee will have a chair responsible for its direction, productivity, and meetings.

Committee Chairs and other committee, working group, or task force leadership shall be determined by the ISSVA president and president-elect with approval from the board. Committees which have active working groups will have members comprised of the working groups leads (ex: Pathology Working Group Lead will be a member of the Education Committee).

Education Committee

Purpose:

- To plan educational related content, including but not limited to, new devices/techniques and communication.
- To provide ISSVA leaders and staff with guidance and direction on educational content and resources for ISSVA members.
- To encourage collaboration on educational efforts across ISSVA membership.
- Liaise with the Scientific Committee and Meeting Planning Committee to guarantee appropriate educational content at all meetings.

Responsibilities:

The ISSVA Education Committee will explore new avenues to provide ISSVA members with the best possible educational resources including access to online services, new devices/techniques, communications, and meetings. In addition, the group explores collaborative efforts with other local, national and international EM organizations to provide educational resources and meetings to ISSVA members.

Pathology Working Group

This working group will create educational programming and resources centered on pathology.

Additional working groups may be organized under the Education Committee to operationalize projects based on areas of interest related to education with the approval of the ISSVA President, Education Committee Board Liaison, and Education Committee Chair.

Meeting Planning Committee

Purpose:

- To plan all ISSVA meeting educational content other than Congress abstracts and posters (work of the Scientific Committee).
- To provide ISSVA leaders and staff with guidance and direction on meeting sites, structure, pricing, and social events.
- To evaluate meeting site interest, and recommend sites for meetings, based on criteria approved by the Board of Directors.

Responsibilities:

This committee will plan the educational meetings of ISSVA other than the Congress scientific presentations. These include the pre-workshop educational sessions, breakfast sessions, and any additional free-standing ISSVA meeting(s) e.g. those dedicated to content updates, controversies, disease and management strategies. This committee will provide direction/guidance throughout the

GENERAL EXPECTATIONS

meeting planning process.

Chair Qualification:

The Chair should be a member of the ISSVA Board of Directors.

Chair Term:

4 years

Member Qualifications:

Has actively attended past ISSVA meetings; has experience in helping to plan other scientific meetings.

Member Composition:

At least 1 board member; at least one local host (if one exists); Scientific Committee member; representation of multiple specialties and geographic regions.

Member Term:

Two years with option to renew as determined by the Chair if deemed necessary.

Patient Support Committee

Purpose:

- To plan any patient advocacy related content, including but not limited to, events, webinars, and other programming.
- To provide ISSVA leaders and staff with guidance and direction on patient needs and resources.
- To work with the Education Committee on educational programming for patient advocacy groups.

Responsibilities:

The Patient Support (PS) Committee is a collaborative committee, which provides ISSVA leaders and staff with guidance and direction on patient needs, resources, and education. The PS Committee will plan any patient advocacy related content including events, webinars, and other programming either by direction of the ISSVA leadership or with approval of the ISSVA Board of Directors. The PS Committee will work with the Education Committee on educational programming for patient support groups.

Member Composition:

At least 1 board member; no more than 2 representatives from each patient organization. Members must be members of ISSVA.

Member Term:

1 year with annual renewal option.

Scientific Committee

Based on the ISSVA bylaws, the Scientific Committee is responsible for determining the scientific program for Scientific Meetings with the guidance of the Board. The Scientific Committee consists of at least 5 members. In addition, the President and Secretary shall serve as ex officio members with voting rights. The Chair of the Scientific Committee is elected for a period of 4 years by the Board of Directors and ratified by the General Assembly. Re-election is possible. Other members

GENERAL EXPECTATIONS

of the Committee are appointed by and for terms determined by the Board, which may seek input from the full voting membership of the Society.

Classification Working Group

At the request of the Board and Scientific Committee Chair, the Classification Task Force will convene from the Scientific Committee Membership to recommend updates to the ISSVA Classification. The Task Force will be responsible for advising the Board when updates are needed, and maintaining accurate information for the Classification.

Social Media Committee

Purpose:

- To recommend a plan and policy for ISSVA's social media presence including platforms, content, and resources to the ISSVA Board of Directors.
- To provide ISSVA leaders and staff with guidance and direction on ISSVA social media.
- To work with the ISSVA Committees, Task Forces, and Working Groups to communicate upcoming events, projects, and plans as needed.
- To promote ISSVA's journal, *The Journal of Vascular Anomalies*.

Responsibilities:

The Social Media Committee provides ISSVA leaders and staff with guidance and direction on ISSVA's social media platforms. The Social Media Committee will plan any social media related content including the promotion of ISSVA events, webinars, and other programming either by direction of the ISSVA leadership or with approval of the ISSVA Board of Directors. The Social Media Committee will work with all ISSVA Committees, Task Forces, and Working Groups to gather related content on for posting. The Social Media Committee will also promote ISSVA's Journal, *The Journal of Vascular Anomalies*, in consultation with the journal's Editor-in-Chief.

Working Groups

Working groups are established as a group of ISSVA members who have a common interest that affects both the Society and the specialties not covered by either a committee or task force. Working groups are formed within committees as specific areas of interest and must be approved by the ISSVA president and president-elect, board liaison, and committee chair prior to formation. Each working group will have a lead responsible for its direction, productivity, and meetings. This lead will be selected by the committee chair in consultation with the Board Liaison, with approval from the President and President-Elect. The lead will be a member of the committee (ex: Pathology Lead will be a member of the Education Committee) who will meet four times annually for collaboration and idea-sharing.

Current working groups include:

- **Pathology (Working Group of the Education Committee):** *this working group will create educational programming and resources centered on pathology.*
- **Classification (Working Group of the Scientific Committee):** *responsible for advising the Board when updates are needed and maintaining accurate information for the Classification.*

Task Forces

The ISSVA President proposes and Board approves task forces to focus on a specific issue/challenge with

GENERAL EXPECTATIONS

a timeline to complete the work necessary. Each task force will have a chair responsible for its direction, productivity, and meetings. The Chair and the members will be determined by the President and President-Elect in consultation with the Board.

Nominating Guidelines Task Force

The Nominating Guidelines Task Force will establish a proposed nomination process, including any proposed bylaws changes or recommendations for a Nominating Committee, to the Board of Directors for approval. The Nominating Guidelines Task Force will also recommend specific qualifications for committee/working group/task force member demographics for approval by the Board.

GENERAL EXPECTATIONS

General Expectations

Communication on Behalf of ISSVA

- No communication, policy, statement or like either verbal or written, may be released without the approval of the ISSVA president, who has the option to query the Board of Directors.
- Verbal or written statements shall not be made that conflict with the mission or policy of ISSVA.
- While the ISSVA president is the official spokesperson of ISSVA, individual members will be allowed to express their personal views in appropriate ISSVA forums.
- To control official communications stationery shall be for use of the staff and the ISSVA president only.
- Staff will prepare letters sent on behalf of ISSVA with a copy remaining in the office.
- All committee financial requests require prior approval from the Board of Directors. For example, any committee projects that have a financial implication, including audiovisual, additional staff support for special projects, and food and beverage other than what is provided as part of the meeting by ISSVA must be approved in advance by the Board of Directors.
- Email is the preferred method of communication among other group members and ISSVA Members.

General Expectations

Annually, each committee member is provided with a “Committee Reference Manual” that provides the purpose, duties, powers, and composition, as well as, appointment and operating procedures of Committees.

- All members who participate in an ISSVA Committee, Task Force, and Working Group role are responsible for reading, signing, and complying with the Conflict of Interest Policy.
- All members who participate in an ISSVA Committee, Task Force, and Working Group role are responsible for attending meetings as designated by each Chair.
- All members who participate in an ISSVA Committee, Task Force, and Working Group role are responsible for proper preparation and active participation in group work.
- All members who participate in an ISSVA Committee, Task Force, and Working Group role are responsible for professional and appropriate communication and interaction with Chairs and ISSVA Staff.

Attendance Expectations

ISSVA Committee, Task Force, and Working Group members have a responsibility to participate in the work of their group. Members are expected to RSVP regarding their participation for meetings. If a member misses three or more meetings of the committee, that member may be asked to step down from their role.

Compliance

Should a member become non-compliant due to lack of participation or violation of the Conflict of Interest Policy, the ISSVA Board of Directors may remove the member in question from their term of service and appoint a replacement member.

GENERAL EXPECTATIONS

Disclaimer

The reference manual is intended to be a living document. If changes occur during a term, each Committee, Task Force, and Working Group will receive a notification with a link to the updated reference manual.

Meetings

The majority of the work is done via zoom meetings, below are some tips to help optimize meetings conducted:

1. **Each member should “Accept” or “Decline” the calendar invite sent to him/her from the staff.**
Responding to the meeting invitation will allow staff to communicate with the Chair regarding conference call participation.
2. **Prior to the meeting, each member should review the agenda and supporting materials.**
The zoom meeting link/ID and passcode should be handy in order to facilitate timely access to the meeting. Timeliness for all members is essential to ensuring that committee business can begin in a timely fashion. Please communicate directly with the staff liaison and Chair if your plans for meeting participation change at any time. Individuals who are slated to speak and lead discussion about agenda items should anticipate potential questions and provide a plan for response.
3. **Mute your microphone**
To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
4. **Be mindful of background noise**
When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
5. **Position your camera properly**
If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.
6. **Limit distractions**
You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.
7. **Avoid multi-tasking**
You'll retain the discussion better if you refrain from replying to emails or text messages during the meeting and wait to work on that PowerPoint presentation until after the meeting ends.
8. **Prepare materials in advance**
If you will be sharing content during the meeting, make sure you have the files and links ready to go before the meeting begins.

RESOURCES

Journal of Vascular Anomalies (JoVA): The Official Journal of ISSVA

The Journal of Vascular Anomalies (JOVA) is an international peer reviewed open access journal dedicated to the discovery and report of the scientific investigation, diagnosis, and treatment of congenital and acquired human vascular lesions. This contemporary journal aims to provide up-to-date information on vascular anomalies from a broad array of medical, surgical, radiologic and scientific disciplines. Such disciplines include, but not limited to, dermatology, plastic surgery, interventional radiology, otolaryngology, pathology, hematology/oncology, genetics, and laboratory sciences.

In line with its parent organization, the International Society for the Study of Vascular Anomalies (ISSVA), *JOVA* aims to publish high quality and broadly impactful articles in the spirit of a multidisciplinary approach to understanding and treating vascular disorders. As an open access journal, *JOVA* desires to inform and educate a global audience on novel approaches, evidence-based research, critical reviews and emerging science. Manuscript submissions are open to all physicians, researchers, and health care providers in the space of clinical and biologic vascular sciences. Contributions will include papers and posters presented at the International ISSVA workshops.

Submit an Article

Visit <https://journals.lww.com/jova/pages/default.aspx> to learn about submitting an article to *JoVA*.

Board Meeting Submission Deadline

Deadline to submit an agenda item for a board meeting is **20 days** prior to the scheduled start of the meeting. You can email Executive Director (mhanan@issva.org) to submit an item.

555 East Wells Street, Suite 1100
Milwaukee, WI 53202-3823 USA
Tel: (800) 884-2236 or (414) 276-7390
Fax: (414) 276-3349
Email: info@issva.org
Web: www.issva.org

RESOURCES

ISSVA Staff



Madeleine Hanan, MSM, CAE | Executive Director
mhanan@issva.org



Kay Whalen, MBA, CAE | Consulting Partner, EDI
kwhalen@execinc.com



Tara Monnink | Meetings & Administrative Manager
tmonnink@issva.org

TOOLKIT

Toolkit

GENERAL

PROJECT PROPOSALS

Any new initiatives not included in the current ISSVA approved budget will need to have a proposal submitted to the Board for consideration. The project template must be used and submitted **20 days** prior to the Board Meeting the member would like it presented.



ISSVA PROPOSAL TEMPLATE

INSTRUCTIONS:

This template is the required proposal format and should be completed in full. Please type your responses within the provided area when developing your proposal. Please use one template for each proposal you are submitting. Proposals are due 20 days in advance of the Board Meeting it is being presented at.

Individual / Group submitting proposal:

Date submitted:

Main Contact details (Name, Email):

Proposed project title:

1. Will this project result in a paper or program?

2. State two (2) main objectives and three (3) goals of this proposal and how it meets the Mission of ISSVA?

3. Provide a brief description of how your proposal will address an unmet need of ISSVA.

4. Describe the target audience.

5. Please provide an outline of the project, including proposed contributors, format, and time schedule (half-day workshop, one hour didactic, etc.):

TOOLKIT

█

6. What is the budget for this project? (Please include all project expenses. Type them here or append a budget to this form.)

<i>Expense Item</i>	<i>Cost</i>
█	█
█	█
<i>Total</i>	█

7. If financial resources are needed, is external support/sponsorship expected? (If so, please suggest possible sources and contact details.)

█

8. What will be the volunteer time involved in the project? (Please include project leader(s), ISSVA members involved in the project, on-site participants, and any time contribution required from the Board)

█

9. How much time and what skill sets does this project require from the ISSVA Staff? (For example, administrative, marketing, web services, development.)

█

10. Are there any other comments you feel would help the Board of Directors in considering whether to approve this project?

█

TOOLKIT

BOARD REPORTS

Committees, TF, and Working Groups will be required to submit at least one report to the Board of Directors for the in-person meeting held at the annual meeting. Additional reports may be requested throughout the year by the President. The Board of Directors template should be utilized by the Chair of the Committee, TF, and Working Group.



Board of Directors Committee/IG/Task Force Report

Committee/IG/TF Name

Leadership

Chair:

Vice Chair:

Board Liaison:

Staff Liaison:

Purpose

What are the **2024/2025** Goals:

Action Items:

Current Action Items

1.

Completed Action Items

1.

Work of the Committee/Working Group/Task Force is most frequently done by (i.e. email, meetings, etc.):

Dates of meetings (past/scheduled):

Please add any additional comments relevant for board review: