

# Annual Meeting Committee (AMC)

## Terms of Reference

### 1.0 Purpose

The purpose of the Annual Meeting Committee (AMC) is to foster the success of the Society's Annual Meetings. The remit of the AMC is to support the organization of the Annual Meetings by advising on the structural framework for the delivery of the Annual Meetings and maintaining a long-term (i.e. a minimum five-year planning horizon) strategy for the Annual Meetings that is aligned with the mission of the Society and its Strategic Plan. Furthermore, the AMC oversees and provides a strategic direction in recommending other local and regional meetings.

### 2.0 Establishment

The AMC is a standing committee of the Society.

### 3.0 Responsibilities

- 3.1. Prepares annually a proposal for the selection of an Annual Meeting location three (3) years in advance for consideration of the Board of Directors (BOD).
  - 3.1.1. Selects the most relevant regions for the Annual Meetings based on a cyclic approach. As a general rule, every two years, the Annual Meeting is to be held in Europe and every other year it is to be held outside of Europe. This general rule may be superseded due to unusual or compelling political, environmental, or other exceptional circumstances.
  - 3.1.2. Based on this selection, the AMC will, in collaboration with regional HTA experts and potential host organizations, prepare a list of recommended locations in preferred countries.
  - 3.1.3. After review of recommended locations, the AMC will provide a shortlisted ranking to the BOD for its consideration and decision.
- 3.2. Delivers structural support to the International Scientific Program Committee (ISPC) and the Local Organizing Committee (LOC) for the Annual Meeting. The AMC will review and may subsequently provide suggestions to those committees on their respective membership compositions, before final approval by the BOD.
- 3.3. Develops and maintains an Annual Meeting manual that includes information and guidance on committee responsibilities, Annual Meeting format and structure, scientific program development and content, venue and logistics, registration, promotion and communication, financial structure and sponsorship, evaluation and final report.
- 3.4. Reviews and evaluates annually the immediately previous Annual Meeting and shares this review with the BOD.
  - 3.4.1. Evaluates and/or improves existing key performance indicators (KPIs) and develops new indicators, as appropriate.
  - 3.4.2. Reviews and evaluates Annual Meetings before the annual fall teleconference of the BOD. The Secretariat will provide the accumulated feedback from all stakeholders of the meeting to the AMC for a performance review. Results are reported to the BOD.
- 3.5. Develops a long-term strategy for the Annual Meetings
  - 3.5.1. Reviews current and past models for delivering Annual Meetings and maintaining a long-term strategy (as noted above) on the progress of Annual Meetings, such as appropriate conference types (e.g., virtual vs hybrid vs live conferences).
- 3.6. Oversees and provides a strategic direction in recommending other local and regional meetings.

## 4.0 Accountability

The AMC is accountable to the Board of Directors.

## 5.0 Committee Composition

The HTAi AMC shall consist of the following members:

- 5.1. The Chair is a current BOD Member who participated in or helped to organize a previous HTAi Annual Meeting and is nominated by the BOD.
- 5.2. At least two Society Members who have hosted an AM or served in LOCs of previous Annual Meetings should be members of the AMC.
- 5.3. All regular members will be approved by the Committee and ratified by the Board of Directors.

## 6.0 Terms of Office

- 6.1. Term of Office for the Chair is three (3) years. The Chair of the AMC will participate in the ISPC of the upcoming Annual Meetings.
- 6.2. Term of Office for regular committee members is also three (3) years.
- 6.3. Maximum years of service for all Members is two (2) terms and six (6) years.
- 6.4. If AMC members want to resign before the end of their official term, they will inform the AMC chair at least three months in advance and participate in the immediately following AMC meeting before leaving the AMC.

## 7.0 Responsibilities of Committee Members

Members are expected to:

- 7.1. Familiarize themselves with the AMC's Terms of Reference.
- 7.2. Attend each regularly scheduled AMC meeting.
- 7.3. Come to meetings prepared to engage in respectful, meaningful discussion and provide considered, constructive and thoughtful feedback and commentary, express opinions and ask questions to enable the AMC to exercise its best judgment in decision making and advising the Executive Committee.
- 7.4. Act in the best interests of HTAi in accordance with the Society's mission, vision, values, and strategic plan.
  - 7.4.1. These interests include, but are not limited to, a focus on membership and partnership recruitment, knowledge sharing, and financial stability and good governance.

## 8.0 Quorum

Quorum shall be more than 50% of the AMC.

## 9.0 Committee Operations

### 9.1 Meetings

- 9.1.1. Frequency of the AMC meeting is every three (3) months, four (4)-to-six (6) weeks ahead of the EC meeting, preceding the BoD meeting, to support the governance and reporting structure.
- 9.1.2. Meetings will be conducted via a standard professional communications service, e.g., GoToMeeting.

### 9.2 Secretarial Support

- 9.2.1 The HTAi Secretariat will facilitate and provide administrative support to the AMC.
- 9.2.2 The HTAi Secretariat will schedule the meetings and will prepare the agenda in collaboration with the Chair. Meeting documents will be circulated one week in advance of the meetings.
- 9.2.3 The HTAi Secretariat will prepare the meeting notes. When feasible, record of the meeting be limited to action items. When the meeting agenda is set to discuss the evaluation and recommendation to the EC of the next Annual Meeting location, a full account of the meeting will be taken for transparency to the membership.
- 9.2.4 The HTAi Secretariat will update the TOR for the AMC and the membership list on the HTAi website.

### 9.3 Remuneration of the AMC Members

AMC Members shall receive no remuneration for their service.

### 9.4 Conflict of Interest Declaration and Management

The conflict of interest is managed according to the HTAi Conflict of Interest Policy and Procedure.

- 9.4.1 The AMC Member shall promptly declare any conflict of interest and ask that such declaration be recorded in the minutes.
- 9.4.2 The AMC Member shall refrain from all discussion of, and voting on, the matter giving rise to the conflict of interest.
- 9.4.3 At the discretion of the Chair, the AMC Member shall be excused from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed.
- 9.4.4 If an AMC Member is excused from a portion of the meeting as noted above, the AMC Member shall return to the meeting after the matter giving rise to the conflict of interest has been discussed and/or voted on.

### 9.5 Confidentiality

- 9.5.1 The AMC Members shall not disclose confidential information pertaining to matters of the AMC or the Society.
- 9.5.2 The AMC chair, any other AMC Member and/or Secretariat will advise of any confidential information.

## 10 Review

Review of these terms of reference shall take place every three (3) years or as directed by the BOD.

Approved date: November 2020

Review date: November 2023