



## Terms of Reference for IFBLS Advisory Group in Medical Microbiology

### Name

IFBLS Advisory Group in Medical Microbiology

### Members

- Five - seven members are required with a Chairperson to be selected.
- Selection of members and a Chairperson is the responsibility of the IFBLS Management Committee.
- Members must be members of an IFBLS member association.
- The Chairperson reports to the Chairperson of the Scientific Committee who will then report to the IFBLS President and Board of Directors.

### Term of Membership

The term of membership is 2 years with the possibility of renewal. If a member is unable to fulfill their duties they must inform the President as soon as possible.

### Formation Details

IFBLS had for many years Expert Groups of Biomedical Laboratory Scientists who would assist the Board of Directors on laboratory related issues as required. A more formal process of engagement is needed as we move forward as an organization. The Expert Groups were disbanded and the new Advisory Groups are being implemented in a stepwise format. The main purpose of this group is to assist and advise the Board of Directors on issues pertaining to Medical Microbiology.

### Goals

1. Assist and advise the Board of Directors on issues pertaining to Medical Microbiology as required.
2. Review of draft documents from WHO or IFBLS in Medical Microbiology.
3. Review of draft documents from ISO/TC 212 or the Clinical and Laboratory Standards Institute for (CLSI) for IFBLS relating to Medical Microbiology.
4. Bring relevant and urgent issues regarding Medical Microbiology to the attention of the Board of Directors.
5. Propose and follow up other relevant actions and activities.
6. Assist the editor of the International Journal of Biomedical Laboratory Science (IJBS) when required.

### Deliverables

Document reviews must be delivered on or before the deadline given. All other reports for the Board of Directors will also have a deadline.

**Jurisdiction**

The President or Board of Directors must endorse all recommendations from the Advisory Group before they are made public or submitted to the appropriate authority.

**Resources and Budget**

There is not a line item in the budget for this committee. If the Group requires funds to meet their objective, they must receive prior approval from the President.

**Governance**

Decisions should be made on a consensus basis with a majority ruling. The Chair should ensure all members have provided their input. The Chair will report to the Chair of the Scientific Committee who will then report to the President and Board of Directors.

**Communications**

All work by the group would normally be completed by email or other electronic means without cost. The use of telephone calls would require prior approval from the President, as there would be financial implications. Deadlines are very important and should be adhered to. If the Chair foresees any problems with meeting the deadline, they must inform the President as soon as possible.

**Relationship to other Groups**

This Group will work independently but as other Groups are developed, there may be occasions where they may work together on a project.

**Related policies/By-laws**

Current bylaws: see [www.ifbbs.org](http://www.ifbbs.org)