



Appointed Position Guidelines

Appointments for the 2025-2027 term

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[I-HLA.ORG/APPOINTEDCOMMONS](https://www.i-hla.org/appointedcommons)

Table of Contents

03	—	<u>Introduction</u>
04	—	<u>Organizational structure</u>
08	—	<u>Appointed positions</u>
17	—	<u>Appointed position procedure</u>

Introduction

IHLA will conduct the nomination process from November-December 2024 to appoint candidates for the IHLA Appointed Committees for 2025-2027. Following IHLA's constitution and bylaws, nominations will be held for the following positions:

- Membership
- Fundraising, Finance, and Legal
- Communication and Publication
- Professional Development
- Strategic Planning
- Regional Affairs

All members are encouraged to submit nominations for themselves or another candidate.

Timeline

7 November 2024 | Nominations begin

IHLA members in good standing can submit nominees or be nominated for a position. Self-nominations are acceptable.

7 December 2024 | Nominations close

No nominations submitted after this date will be accepted.

7 December – 10 December 2024 | Nominee validation

Eligibility of nominees as candidates is validated (both nominators and nominees need to be IHLA members in good standing). Validation is done by the Standing Committee on Nominations and Elections.

17 December 2024 | Nominations submitted to Executive Board

Only IHLA members in good standing can vote on elected positions. All members are encouraged to vote, and will have 30 days to do so.

Organizational structure

Representing a multi-dimensional international organization, the organizational structure is designed to be open to change and to promote a de-centralized balance of power.

IHLA organizational structure

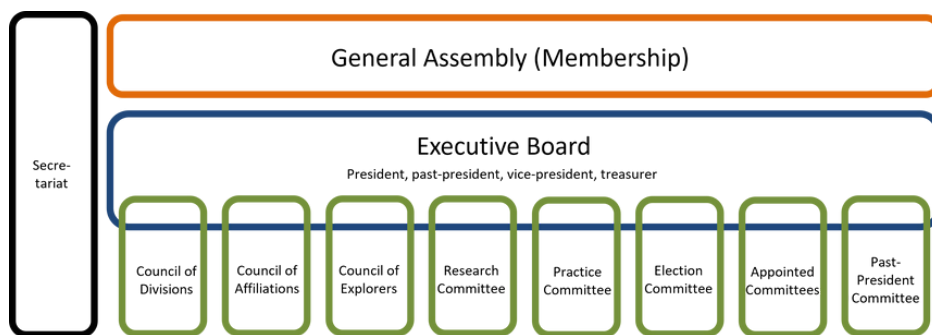
Role and scope of IHLA organizational parts

IHLA organizational structure

This overview describes IHLA's organizational structure as envisioned in IHLA's constitution and bylaws. The foundation of IHLA's constitution and bylaws was based on the rich history of other international academic/professional organizations, who during several decades have converged on a similar operational framework. Rather than reinvent the wheel, IHLA's constitution and bylaws adopted frameworks that have successfully administered complex, multi-disciplinary, multi-cultural, academic/professional organizations.

Representing a multi-dimensional international organization, the organizational structure is designed to be open to change and to promote a de-centralized balance of power. The organizational structure also is designed to foster accountability as well as high-level academic and professional practice standards. In addition, the structure reinforces initiative and peer interaction as well as creates an organization where individuals can provide leadership, strive to create an international reputation, and simultaneously enhance the standing of the health literacy field. To accomplish this, IHLA's structure contains nine parts in the form of board, committees and councils as outlined below.

- 1 IHLA President, Vice-President, Treasurer**
The Vice-President and Treasurer are member-elected for three-year terms; the Vice-President is promoted to President after one, three-year term. Each are a member of IHLA's Executive Board. The remainder of IHLA's Executive Board is composed of representatives elected within the Standing Committees and Councils.
- 2 Standing Committee on Research Standards**
Nine persons, member-elected, three-year terms.
- 3 Standing Committee on Practice Standards**
Nine persons, member-elected, three-year terms.
- 4 Standing Committee on Nominations & Elections**
Nine persons, member-elected, three-year terms.
- 5 Appointed committees**
Five persons (no maximum), appointed by the Executive Board, three-year terms.
- 6 Council of Divisions representing IHLA interest groups and divisions**
Self-starting, grassroots organizations with self-governance. Currently, there are 20 interest groups and one division.
- 7 Council of Affiliates**
Composed of affiliate members, which represent organizations, not individuals.
- 8 Council of Explorers**
Composed of IHLA's students and young professionals.
- 9 Council of Past Presidents**
Composed of IHLA's former presidents.



IHLA organogram

Role and scope of IHLA organizational parts

- **Executive Board** – (potentially 11 members) - consists of two positions elected by all IHLA members and participants elected within seven of IHLA’s other core subdivisions. The primary responsibilities include administrative oversight of all IHLA’s activities; appoint the standing committees; coordinate the Global Health Literacy Summit and responsible for the financial aspects, logistics and planning of programme. The IHLA Executive Board will be composed of the following members:
 - President
 - Vice-President (President-Elect)
 - Past president
 - Treasurer
 - Ex Officio: Secretary General
 - Representative from the elected Election and nominations standing committee
 - Representative from the elected Standing Committee on Research Standards
 - Representative from the elected Standing Committee on Practice Standards
 - Representative from the Council of Appointed Standing Committees
 - Representative from the Council of Divisions (and interest groups)
 - Representative from the Council of Affiliates
 - Representative from the Council of Explorers
- **Standing Committee on Research Standards** (nine persons elected by all IHLA members). The primary responsibilities entail: oversight of health literacy research within IHLA’s 21 interest groups and divisions; evaluation of health literacy research activities within IHLA’s interest groups and divisions; responsible for a plenary and a mini-plenary session (top three papers) at the IHLA Global Health Literacy Summit; and in charge of assessing the research submissions to the Summit that are sent to the Research Committee instead of separate interest groups/divisions.

- **Standing Committee on Practice Standards** (nine persons elected by all IHLA members) which is responsible for: oversight of health literacy professional practice within IHLA's 21 interest groups and divisions; evaluation of health literacy practice activities within IHLA's interest groups and divisions; responsible for a plenary and a mini-plenary session (top three practice papers) at the IHLA Global Health Literacy Summit; and in charge of assessing the practice submissions to the Summit that are sent to the Standing Committee on Practice Standards instead of separate interest groups/divisions.
- **Standing Committee on Nominations & Elections** (nine persons elected by IHLA members) where the primary responsibilities include: administer member elections and oversight of other election processes; co-host (with the Executive Board; Council of presidents) of the IHLA General Assembly at the IHLA Global Health Literacy Summit.
- **Appointed Committees** (five persons appointed by IHLA executive board) are self-governing committees that should strive to collaborate with IHLA's other Appointed and Elected committees, divisions and interest groups, and councils. IHLA's constitution/bylaws give some discretion to the executive board to make changes in the title, activities of standing committees, including the removal, name change, or repurposing of a standing committee.
- **Council of Divisions** (represents all 20+ interest groups and divisions and has one representative from each IHLA division/interest group; the Council elects a representative to the IHLA executive board). Interest groups have less than 40 IHLA member-participants; divisions have 40 or more IHLA member-participants. Primary responsibilities: IHLA's 20+ interest groups/divisions are focused on a specific health literacy topic. They are self-initiated and have annual programming and communication responsibilities to their members. The Council of Divisions manages many of the program slots at the IHLA Global Health Summit; it fosters communication within divisions and interest groups with IHLA's other subdivisions. IHLA's 20+ interest groups/divisions are accountable to - and are evaluated by - the Standing committees on research and practice standards.
- **Council of Affiliates** (represents all affiliate members and has one representative from each IHLA affiliate, the Council elects a representative to the IHLA executive board). The primary responsibilities include: The Council of Affiliates plans a mini-plenary and several research/practice sessions at the IHLA Global Health Literacy Summit; the Council of Affiliates elects a representative to the Executive Committee.
- **Council of Explorers** (represents all students and young professional members, the Council elects a representative to the IHLA executive board). The primary responsibilities include to facilitate activities for students and young professionals and support the programme development of the Summit.
- **Council of Past Presidents** (represents past IHLA presidents, elects a representative to the IHLA executive board) which is responsible for mediating disputes among IHLA sub-divisions; co-hosting the IHLA General Assembly at the IHLA Global Health Literacy Summit.

Appointed positions

Appointees must be an IHLA member in good standing. Appointees serve three-year terms (2025-2027) and can be reappointed. IHLA's Executive Board may change the length of terms and member reappointments in accordance with IHLA's constitution and bylaws. While there is no maximum number of persons on appointed committees, IHLA hopes each committee will have about five members.

Role and scope

Secretariat

Appointed Committee on Membership

Appointed Committee on Fundraising, Finance, and Legal

Appointed Committee on Communication and Publication

Appointed Committee on Professional Development

Appointed Committee on Strategic Planning

Appointed Committee on Regional Affairs

Secretariat

The IHLA Secretariat is an appointed position with a three-year term. The Secretariat is an ex officio member of IHLA's Executive Board and oversees IHLA's internal and external communication; communication by the IHLA Executive Board, and IHLA membership activities.

More specifically, the Secretariat has five important organizational tasks and responsibilities.

- ✓ First, in terms of internal communication with the membership, the Secretariat **ensures the minutes of IHLA's Executive Board meetings (and information from the Executive Board) are distributed efficiently to IHLA's membership**. The Secretariat can turn over the latter responsibilities to a designated third party assuming the task is completed satisfactorily.

- ✓ Second, the Secretariat **oversees the communication efforts of IHLA's elected and appointed Standing Committees, Councils, and Interest Groups/Divisions with their immediate members as well as IHLA's broader membership**. Although the latter organizations are not required to distribute minutes of their meetings, the Secretariat can suggest improvements in the communication of committees/councils/groups-divisions with their immediate members and the broader IHLA membership. The Secretariat can inform and make recommendations to the IHLA Executive Board if a committee/council/group-division has a track record of insufficient communication with their immediate and broader IHLA members.

- ✓ Third, the Secretariat **oversees the work of the appointed standing committee on communications and the appointed standing committee on membership**. For example, the Secretariat should be aware if the communications committee can or cannot capably handle the day-to-day work and administration of IHLA's website, i-hla.org. Similarly, the Secretariat should be aware if the membership committee can or cannot capably handle the day-to-day work and administration of IHLA's membership activities, such as the recruitment of new members, and maintaining efficient membership information. The Secretariat is encouraged to work with the chairs of both committees. During the three-year terms of the appointed membership and communications committees, the Secretariat can recommend changes in personnel to the IHLA Executive Board - if the Secretariat finds the committee's routine tasks are underperformed, dysfunctional, or do not advance IHLA's organizational plans and mission.

- ④ Fourth, the Secretariat should **take an active role in recruiting members for the appointed communications and membership committees**. The Secretariat should recommend nominees for the latter two standing committees to IHLA's Standing Committee on Elections and Nominations.
- ④ Fifth, the Secretariat is an ex officio member of the IHLA Executive Board and **assists in the Board's initiatives and decisions**.

The Secretariat authority and standing are provided within IHLA's constitution and bylaws. The current memo expands the discussion of the duties and responsibilities of the Secretariat that are introduced in IHLA's constitution and bylaws.

Appointed Committee on Membership

The IHLA Appointed Committee on Membership advises IHLA's Executive Board on issues such as membership fees, services, engagement, sustainability, eligibility, and return on investment.

The IHLA Appointed Committee on Membership shall, in addition to being actively involved in the activities and efforts to advance the initiatives listed above:

- Select a chair
- Together with the other appointed Committees, elect a representative to IHLA's Council of Appointed Standing Committees
- Strive to collaborate with IHLA's other appointed and elected committees, interest groups, divisions, and councils
- Host periodic meetings (or seek periodic feedback from) the committee members

The IHLA Appointed Committee on Membership should establish, maintain, and promote ethical standards and practices. In general, the commitment for an IHLA committee ranges from 5-20% of a normal workload, with the highest commitment for a chair or in leadership roles.

Appointed Committee on Fundraising, Finance, and Legal

The IHLA Appointed Committee on Fundraising, Finance, and Legal advises IHLA's Treasurer and Executive Board on legal matters, the organization's financial and tax status, stability, and sustainability, and IHLA's process for seeking funds from external and internal contributors.

The IHLA Appointed Committee on Fundraising, Finance, and Legal shall, in addition to being actively involved in the activities and efforts to advance the initiatives listed above:

- Select a chair
- Together with the other appointed Committees, elect a representative to IHLA's Council of Appointed Standing Committees
- Strive to collaborate with IHLA's other appointed and elected committees, interest groups, divisions, and councils
- Host periodic meetings (or seek periodic feedback from) the committee members

The IHLA Appointed Committee on Fundraising, Finance, and Legal should establish, maintain, and promote ethical standards and practices. In general, the commitment for an IHLA committee ranges from 5-20% of a normal workload, with the highest commitment for a chair or in leadership roles.

Appointed Committee on Communications and Publications

The IHLA Appointed Committee on Communications and Publications advises IHLA's Secretariat and Executive Board on improving communication activities with members, improving i-hla.org, and seeking opportunities and providing guidance for future IHLA publications.

The IHLA Appointed Committee on Communications and Publications shall, in addition to being actively involved in the activities and efforts to advance the initiatives listed above:

- Select a chair
- Together with the other appointed Committees, elect a representative to IHLA's Council of Appointed Standing Committees
- Strive to collaborate with IHLA's other appointed and elected committees, interest groups, divisions, and councils
- Host periodic meetings (or seek periodic feedback from) the committee members

The IHLA Appointed Committee on Communications and Publications should establish, maintain, and promote ethical standards and practices. In general, the commitment for an IHLA committee ranges from 5-20% of a normal workload, with the highest commitment for a chair or in leadership roles.

Appointed Committee on Professional Development

The IHLA Appointed Committee on Professional Development advises IHLA's Secretariat and Executive Board on improving communication activities with members, improving i-hla.org, and seeking opportunities and providing guidance for future IHLA publications.

The IHLA Appointed Committee Professional Development shall, in addition to being actively involved in the activities and efforts to advance the initiatives listed above:

- Select a chair
- Together with the other appointed Committees, elect a representative to IHLA's Council of Appointed Standing Committees
- Strive to collaborate with IHLA's other appointed and elected committees, interest groups, divisions, and councils
- Host periodic meetings (or seek periodic feedback from) the committee members

The IHLA Appointed Committee on Professional Development should establish, maintain, and promote ethical standards and practices. In general, the commitment for an IHLA committee ranges from 5-20% of a normal workload, with the highest commitment for a chair or in leadership roles.

Appointed Committee on Strategic Planning

The IHLA Appointed Committee on Membership advises IHLA's Executive Board on long and short-term organizational planning and development.

The IHLA Appointed Committee on Strategic Planning shall, in addition to being actively involved in the activities and efforts to advance the initiatives listed above:

- Select a chair
- Together with the other appointed Committees, elect a representative to IHLA's Council of Appointed Standing Committees
- Strive to collaborate with IHLA's other appointed and elected committees, interest groups, divisions, and councils
- Host periodic meetings (or seek periodic feedback from) the committee members

The IHLA Appointed Committee on Strategic Planning should establish, maintain, and promote ethical standards and practices. In general, the commitment for an IHLA committee ranges from 5-20% of a normal workload, with the highest commitment for a chair or in leadership roles.

Appointed Committee on Regional Affairs

The IHLA Appointed Committee on Regional Affairs advises IHLA's Executive Board on health literacy initiatives in international regions. It strives to increase and support global health literacy research, practice, policy, and inclusion.

The IHLA Appointed Committee on Regional Affairs shall, in addition to being actively involved in the activities and efforts to advance the initiatives listed above:

- Select a chair
- Together with the other appointed Committees, elect a representative to IHLA's Council of Appointed Standing Committees
- Strive to collaborate with IHLA's other appointed and elected committees, interest groups, divisions, and councils
- Host periodic meetings (or seek periodic feedback from) the committee members

The IHLA Appointed Committee on Regional Affairs should establish, maintain, and promote ethical standards and practices. In general, the commitment for an IHLA committee ranges from 5-20% of a normal workload, with the highest commitment for a chair or in leadership roles.

Appointed positions procedure

Nominations and appointments

Election procedure

Election procedure

Nominations

- Nominations and voting are open to IHLA members only (if you are not a member and wish to become a member, join here: i-hla.org)
- All nominations are anonymous
- Nominators are asked to provide all the information about the candidate that is requested on the nomination form
- A 'nominee' refers to anyone nominated for an IHLA position by an IHLA member. All nominees are reviewed by the IHLA Standing Committee on Nominations & Elections
- A 'candidate' is a person whose nomination is then selected by the Standing Committee on Nominations & Elections
- Information about candidates is available at i-hla.org according to the designated election timeline

Appointments

- According to IHLA's constitution and bylaws, IHLA's Standing Committee on Nominations & Elections also may appoint IHLA committees
- Nominees for elected positions who do not become candidates or candidates who are not elected automatically will receive priority for their first committee choice
- Appointees must be an IHLA member in good standing. Appointees serve three-year terms (2025-2027) and can be reappointed. IHLA's Executive Board may change the length of terms and member reappointments in accordance with IHLA's constitution and bylaws. While there is no maximum number of persons on appointed committees, IHLA hopes each committee will have about five members.

For questions about the IHLA elections, please email Rob Logan, chair, IHLA Standing Committee on Nominations & Elections at rlogan1@mac.com.



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