

### **3. TOR for TIEMS Chair and Members of TIEMS International Program Committee**

The Chair of the International Program Committee is appointed as a TIEMS Officer for a period of one year by the TIEMS Board to be a member of TIEMS Advisory Board, and to be a non-voting TIEMS Board member.

The Chair of the International Program Committee shall:

- Be responsible for developing and maintaining a plan in cooperation with the Secretary and Chair of the Advisory Board, to extend the TIEMS international Program Committee worldwide, and actively recruit members to the TIEMS International Program Committee
- The mandate of the members of the TIEMS International Committee is as follows:
  - ✓ Allow their name and title and affiliation to be listed as members of TIEMS International Program Committee and be exposed on TIEMS web-site and in the programs of TIEMS worldwide events and in proceedings of TIEMS worldwide events
  - ✓ Contribute to maintain and further improve the quality of TIEMS worldwide events with proposed topics to be covered in the events and propose keynote speakers and experts to be contacted for participation in the events
  - ✓ Give advice on locations for and possible local contacts for coming TIEMS worldwide events and assist with guidance on the final technical program for these events
  - ✓ Assist, if possible, with paper review of submitted papers to TIEMS worldwide events
  - ✓ Be an advocate for TIEMS and its events and other activities in their country and their professional network
- Develop and maintain the mandate for the International Program Committee and its members in cooperation with the Secretary and Chair of the Advisory Board
- Keep in continuous dialogue with the members of the TIEMS International Program Committee, and involve them in the development of TIEMS events worldwide in cooperation with the Secretary and Chair of the Advisory Board
- Work with the TIEMS web-master to maintain and update web-site information on the International Program Committee members and mandate
- In general, perform all duties associated with the position and such other duties as may be required by law, by the Bylaws of the society, or which may be assigned to the Chair of the International Program Committee from time to time by TIEMS Board