

**International Pediatric Association
Administrative guidelines
Technical Advisory Group (TAG)**

The International Pediatric Association (IPA) is dedicated to the principle of a meaningful and healthy life for every child. The IPA believes every child should be accorded the right to the highest attainable standard of health, and the opportunity to grow, develop, and fulfill to his or her human potential. The Technical advisory Groups (TAGs) are critical action and education components of the IPA. Guidelines to Technical Advisory Groups (TAG's) help to provide the proper frame of work, to pursue their objectives, to interact with other TAG groups within the organization and to inform and follow directives of the Executive committee.

The TAG's were established to enable leaders worldwide who are interested in the specific areas of interest (the "Tag's Area of Expertise") to meet for the purpose of discussing and developing ideas, programs and projects which will improve the care of every child.

ARTICLE I

Name

Section 1. Name. The name of this group shall be the **TAG on _____ of the IPA.**

Section 2. The principal office of the TAG shall be the Central Office of the IPA. A Central Office staff shall be maintained to assist the TAG with communication, implementation of the TAG proposals, objectives and programs. Policy, organizational commitments and fiscal matters remain the responsibility of the IPA Executive and Standing Committees.

ARTICLE II

Objectives

Section 1. In addition to sharing the general objectives of the IPA as set forth in its Constitution, the objectives of the TAG shall be to improve the health care of every child by advocacy, educational support and research relating to the TAG's Area of Expertise. TAG's will play a major role in communicating pediatric issues through IPA channels while working with the member societies of the IPA.

TAG shall also serve in a consulting capacity to the Executive and Standing Committees of the IPA and shall make recommendations for programs, policy statements, and other actions on matters relating to the TAG's area of expertise.

ARTICLE III TAG Leadership/membership

The governing body of the TAG shall be called the *TAG leadership*. The composition and manner of operation of the initial and all subsequent Leadership as well as the manner in which group members shall be elected, their terms of office and their duties shall be as described in this Article.

Section 1. Governance. The initial TAG leadership will be appointed by the IPA Standing Committee. The TAG Chairperson shall be appointed by the IPA Executive Committee. The number of members to serve in each TAG shall be defined by the IPA Standing Committee.

Section 2. Length of Term in Office. Each TAG leadership (LEADER & MEMBERS) member shall be appointed for a three-year term. Each TAG leadership member may be re-appointed for a second three-year term, for a total lifetime service of six consecutive years for a specific TAG.

Section 3. Duties of members of TAG Leadership. The duties of the members of the TAG Leadership shall include the following:

- A.** To participate in regular TAG Leadership conference calls.
- B.** To assist in such other capacities as the TAG Chairperson may indicate, including but not limited to performing writing and editorial assignments for drafts of statements, manuals, or literature reviews, and participating in group or workshop meetings.
- C.** To work cooperatively with other IPA TAGs to accomplish mutual goals and the purposes of the IPA.
- D.** TAG Chairperson duties. The duties of the TAG Chairperson shall include the following:

- (1) to preside at the business portion of the Tri-Annual TAG Meeting and at all meetings of the TAG Leadership;

- (2) to submit an annual report in writing of the activities of the TAG to the IPA Standing Committee by August 30th of each calendar year;
- (3) to participate and report to the IPA Standing committee during the Tri-Annual meeting.
- (4) to act as the TAG representative in the exchange of rosters, program arrangements, and various correspondence involving other organizations with the advice and approval of the IPA Standing Committee;
- (5) to notify TAG members in writing (by e-mail) regarding their appointment to the various committees of the IPA;
- (6) to perform such other functions and accept such other responsibilities as may be determined by the IPA Standing Committee from time to time.
- (7) to lead quarterly conference calls with TAG members and participate in an annual TAG leadership conference call.
- (8) to partner with the IPA Secretariat to identify possible funding sources. Possible funding partners information should be forwarded to the Executive Director for internal follow up with the development team.
- (9) to provide annual project reports or on request for funding partners as requested.

ARTICLE IV Meetings

Section 1. TAG Leadership Meeting. The tri-annual meeting of the TAG shall be during the IPA Congress. The TAG Chairperson may call a special meeting of the TAG to be held in person or by telephone conference at any time by written notice sent to each member of the TAG Leadership no less than 60 days in advance of the meeting.