



April 2018

**Dear IHLA Members,**

The International Health Literacy Association (IHLA) was launched in autumn 2016 and formalized in May 2017 with the appointment of an Executive Board for the period of 2017-2020. A list of current Executive Board members is available on our website: <http://www.i-hla.org/about-us/>.

The Executive Board has meanwhile focused on developing the IHLA Constitution and Bylaws as a foundation for our future work. The Constitution was finally adopted by a unanimous Executive Board in January 2018. You can find the Constitution and Bylaws by going to: <http://www.i-hla.org/constitution-bylaws/>.

In accordance with the IHLA Constitution and Bylaws, we are extending the opportunity to motivated individuals to serve on the organization's newly formed committees. \*

### **Call to Action**

- Are you willing to develop the International Health Literacy Association to become a strong global voice on health literacy?
- Do you have ideas and experiences that can help others in the field of health literacy?
- Can you put aside time to engage with enthusiastic colleagues worldwide?

We seek 9 members per committee. Committees include:

1. Standing Committee on **Membership and Fund Raising**
2. Standing Committee on **Finance and Legal**
3. Standing Committee on **Strategic Planning and Implementation**
4. Standing Committee on **Policy and Advocacy**
5. Standing Committee on **Professional Development**
6. Standing Committee on **Communication and Publications**
7. Standing Committee on **Regional Affairs**
8. Standing Committee on **Nominations and Elections**
9. Standing Committee on **Research Standards**
10. Standing Committee on **Practice and Standards**

Please, consider becoming a member of one of these committees for a term of 2018-2020. The present Standing Committee on Nominations and Elections will review applications and appoint committee members. After the initial term of 2018 – 2020, IHLA will hold elections to fill the following positions:

- President-elect
- Treasurer
- IHLA Executive Board members
- IHLA elected committee members (i.e. Nominations and Elections, Research Standards, Practice Standards) in accordance with the IHLA Constitution and Bylaws.

Being mindful of time and energy, committee members will serve on only one committee. If you are interested in more than one committee, please note your priorities on your application.

### **How to Apply!**

- Familiarize yourself with the new Constitution and Bylaws
- Familiarize yourself with the Terms of Reference for the various committees
- Choose the committee on which you would like to serve.
- Fill in the application form
- Submit a short cover letter and CV
- Send the documents to [IHLAnomination@i-hla.org](mailto:IHLAnomination@i-hla.org)
- Deadline is **May 15<sup>th</sup> 2018**

The Standing Committee on Nominations and Elections will review all applications and inform applicants of their status in May 2018.

We hope you will join us in creating a vibrant organization that can serve members in developing health literate societies worldwide. If you have any questions about IHLA Standing Committees, please contact me at [kristine.sorensen@ihla.org](mailto:kristine.sorensen@ihla.org).

Kind regards,

Kristine Sørensen  
IHLA President

P.S. If you are not interested in committee work we also have a call to action for diverse Interest Groups and Divisions. IHLA's future especially depends on the robust participation of diverse Interest Groups and Divisions. See Interest Groups and Divisions Recruitment Letter <http://www.i-hla.org/about-us/>.



# **International Health Literacy Association**

## **Terms of Reference for Standing Committees**

## **1. Terms of references for the Standing Committee on Membership and Fund Raising**

The Standing Committee on Membership and Fund Raising shall administer the membership policies of the association, and has the responsibility to review qualifications for membership in IHLA.

The Standing Committee on Membership and Fund Raising is also responsible for the coordination and execution of IHLA's fund raising activities in consultation with the Executive Board.

EB members:

- Gill Rowlands

## **2. Terms of references for the Standing Committee on Finance and Legal**

The Standing Committee on Finance and Legal— under the guidance of its chair, the President-elect, and Past President and in consultation with the President — shall supervise the fiscal records of the corporation, including the annual audits (when the committee deems it needed and appropriate) arranged by the Secretary General.

The Standing Committee on Finance and Legal shall review the fiscal condition of IHLA, shall recommend to the Executive Board any changes deemed desirable and, under the supervision of the Executive Board, shall have overall responsibility for the coordination of fundraising activities.

The appointed Standing Committee on Finance and Legal, in consultation with the President and Secretary General, shall recommend to the Executive Board policies regarding investment of the association's reserves (when this committee deems it needed and appropriate).

EB members:

- Chris Trudeau
- Michael Villaire

## **3. Terms of references for the Standing Committee on Strategic Planning and Implementation**

The appointed Standing Committee on Strategic Plan and Implementation shall initiate IHLA's strategic plans as needed or requested. The Standing Committee on Strategic Planning and Implementation shall recommend to

the IHLA Executive Board any priorities, strategies and programs that facilitate the goals for the strategic plans adopted by the membership. The committee will continually evaluate IHLA's strategic plans' goals and objectives to ensure they remain responsive to the changing environment and needs of the membership.

EB member:

- Rob Logan

#### **4. Terms of references for the Standing Committee on Policy and Advocacy**

The appointed Standing Committee on Policy and Advocacy is responsible for advocacy and policy generation, recommendations and evaluation in consultation and coordination with the Executive Board and membership. The Standing Committee on Policy and Advocacy also is responsible to monitor and make recommendations regarding previous health literacy policy and advocacy initiatives in consultation and coordination with the Executive Board and membership.

EB member:

- Jurgen Pelikan

#### **5. Terms of references for the Standing Committee on Professional Development**

The appointed Standing Committee on Professional Development is responsible for health literacy professional development generation, monitoring, evaluation, and recommendations in consultation and coordination with the Executive Board and membership. The appointed Standing Committee on Professional Development also is responsible to generate, monitor, evaluate, and make recommendations regarding: other health literacy educational initiatives for peers; health care professionals; adult education; higher education; child and adolescent education; and cross cultural education in consultation and coordination with the Executive Board and the membership.

EB members:

- Diane Levin-Zamir

## **6. Terms of references for the Standing Committee on Communication and Publications**

The Standing Committee on Communication and Publications shall administer IHLA's publications, and shall have the responsibility to recommend a qualified IHLA member for the editorship of the IHLA website to the Executive Board.

The Standing Committee on Communication and Publications also should make recommendations about health literacy outreach to health, communication professionals, and IHLA members to the Executive Board and the membership.

EB member:

- R.V. Rikard

## **7. Terms of references for the Standing Committee on Regional Affairs**

The appointed Standing Committee on Regional Affairs is responsible for monitoring, evaluation, and recommendations regarding the development of health literacy activities worldwide (with a special focus on developing nations and regions) in consultation and coordination with the Executive Board and membership. The Standing Committee on Regional Affairs should make recommendations to the Executive Board and leadership regarding commissions, meetings, or working groups that could foster the development of health literacy research, practice, awareness, and policy in specific nations or regions around the world.

EB members:

- Guda Alemayehu

## **8. Terms of references for the Committee on Nominations and Elections (appointed now, elected in the future)**

The elected Standing Committee on Nominations and Elections shall be responsible for soliciting and making nominations for all IHLA elected offices, and for the conduct of elections, in accordance with the Constitution and Bylaws.

EB member:

- Wilma Alvarado-Little

## **9. Terms of references for Research Standards (appointed now, elected in the future)**

The Standing Committee on Research Standards is responsible for: policies that will enhance the scholarly activities of the health literacy field and of IHLA; the conferral of academic honors on behalf of IHLA for meritorious scholarly achievements, as well as act as a liaison with other associations and organizations concerned with research and scholarship processes.

The Standing Committee on Research Standards is responsible for reviewing the research quality *in all Division and Interest Groups*.

EB members:

- Michael Paasche-Orlow

## **10. Terms of references for Practice and Standards (appointed now, elected in the future)**

The Standing Committee on Practice and Standards will be concerned about: ethical issues among researchers and practitioners, health literacy criticism and accountability, interactions between researchers and professionals, intellectual and professional diversity, professional civility, and free expression.

The Standing Committee on Practice and Standards is responsible for reviewing the quality of efforts of all Division and Interest Groups in these arenas.

EB member

- Tin Tin Su