

VOTE

IHLA ELECTIONS 2022-2024

GUIDELINES

Introduction

IHLA will conduct its first election from May-October 2021 to elect candidates for the IHLA Executive Board 2022-2024. Following IHLA's constitution and bylaws, elections will be held for the following positions:

- IHLA Vice-President (after service the vice-president will be the next president)
- IHLA Treasurer
- Nine members of the IHLA Research Standards Standing Committee,
- Nine members of the IHLA Practice Standards Standing Committee, and
- Nine members of the IHLA Nominations and Elections Standing Committee.

All members are encouraged to submit nominations and are eligible to vote.

Timeline

15 September 2021

Nomination opens. The election guideline is available on the IHLA website. Fill in the form to submit nominations.

20 October 2021

Deadline for IHLA members to send in nominations.

18 November 2021

Voting opens for IHLA members.

18 December 2021

Deadline for voting.

14 January 2022

Election results announced and posted on i-hla.org

22 January 2022

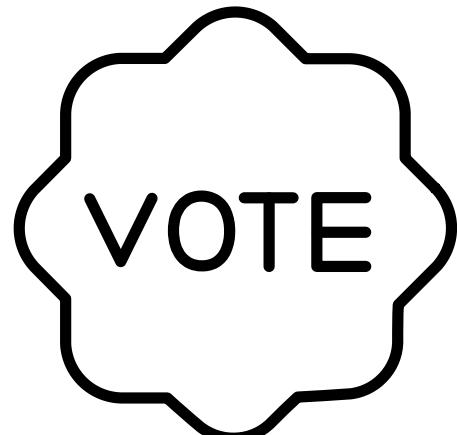
Recommended IHLA appointed positions to the new IHLA Executive Board

25 January 2022

New IHLA Executive Board to take office.

1 March 2022

Deadline for current IHLA Executive Board to ratify all appointed positions



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 eight parts in the form of board, committees and councils as outlined below.

- 1. IHLA's executive board** – consists of the president, vice-president, and 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. The remainder of IHLA's executive board is composed of representatives elected within the Standing Committees and Councils.
- 2. Research standards standing committee** (Nine persons, member-elected, three-year terms).
- 3. Practice standards standing committee** (Nine persons, member-elected, three-year terms).
- 4. Nominations and elections standing committee** (Nine persons, member-elected, three-year terms).
- 5. Appointed standing committees** (Nine persons in each, 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 past presidents** (Composed of IHLA's former presidents).

General Assembly

Executive Board

Council of Divisions

Council of Affiliates

Standing Committees

Office

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.
- **Research standards standing committee** (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.
- **Practice standards standing committee** (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 Practice Committee instead of separate interest groups/divisions.
- **Nominations and elections standing committee** (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 Committee; Council of Presidents) of the IHLA General Assembly at the IHLA Global Health Literacy Summit.

Role and scope of IHLA organizational parts continued

- **Council of appointed standing committees** (represents the current seven standing committees; one representative is elected by this Council to the executive board). The primary responsibilities include: coordinate standing committee activities; communication with IHLA's other subdivisions.
- **Council of divisions** (represents all 21 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 21 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 most 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 21 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 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 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.



IHLA Executive Board 2022-2021

The future 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 Research standards standing committee
- Representative from the elected Practice standards standing committee
- Representative from the Council of appointed standing committees
- Representative from the Council of divisions (and interest groups)
- Representative from the Council of affiliates

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 Elections and Nominations Standing Committee.
- A 'candidate' is a person whose nomination is then selected by the Elections and Nominations Standing Committee, approved by the IHLA Executive Board, and placed on the 2021 IHLA election ballot.
- Information about candidates is available at i-hla.org according to the designated election timeline.

Elections

- Information about the positions and Standing Committees is available in these Election Guidelines which are based on the constitution and bylaws available at i-hla.org.
- Information about the digital voting procedure will be announced to the membership.
- The vote is confidential and only known to the Nomination and Election Standing Committee.
- The results will be announced by the Nomination Committee at the IHLA General Assembly.

Appointments

- According to IHLA's constitution and bylaws, IHLA's Nominations and Elections Standing Committee also appoints several IHLA committees.
- Nominees for elected positions who do not become candidates or candidates who are not elected automatically will be considered for IHLA's appointed committee positions.

For questions about the IHLA elections, please email Rob Logan (member of the IHLA Executive Board and Nominations and Elections Committee): logrob@gmail.com

ROLE & SCOPE OF ELECTED POSITIONS

VICE-PRESIDENT

The Vice-President's authority and standing are provided within IHLA's constitution and bylaws. The IHLA Vice President is an elected position with a three-year term and is a member of IHLA's Executive Board. The Vice President automatically becomes IHLA's President following one term of office that usually is three years. After serving one term as President, the President automatically becomes a member of the IHLA Council of Past Presidents, which has a seat on the IHLA Executive Board. It is customary for the immediate IHLA Past President to represent the Council of Past Presidents on the Executive Board.

The Vice President's primary role is to assist IHLA's President. The IHLA President and Vice-President oversee the efficient and constructive functioning of IHLA's elected and appointed Standing Committees, Councils, and Interest Groups/Divisions as well as IHLA's day-to-day activities. While the cooperation and handling of responsibilities should be divided between the President and Vice President as they mutually determine, IHLA's President should take charge of designating specific tasks to the Vice President.

In addition to the duties designated by the President, IHLA's Vice President has three important organizational tasks and responsibilities:

1. First, the Vice President is IHLA's official representative to all external organizations. The Vice President is in charge of initiating and sustaining relations with IHLA's Council of Affiliates and any new organizations that seek to collaborate or work with IHLA.
2. Second, the Vice President serves as the official liaison between IHLA's Executive Board and the Council of Affiliates.
3. Third, the Vice-President oversees the work of IHLA's appointed standing committees on professional development; policy and advocacy; strategic planning and implementation; and regional affairs (one representative from Africa, Asia, North America, Europe, East Mediterranean, Latin America).

The Vice-President should be aware if any of the listed appointed committees can or cannot handle their day-to-day work and responsibilities. The Vice President is encouraged to work with the chairs of the listed standing committees. During the three-year terms of the listed appointed standing committees, the Vice President can recommend changes in personnel to the IHLA Executive Board - if the Vice President finds the committee's routine tasks are underperformed, dysfunctional, or do not advance IHLA's organizational plans and mission.

TREASURER

The IHLA Treasurer is an elected position with a three-year term. The Treasurer is a member of IHLA's Executive Board and oversees IHLA financial and legal appointed standing committee. More specifically, the Treasurer has seven important organizational tasks and responsibilities.

First, the Treasurer is in charge of IHLA's financial transactions and accounts. The Treasurer keeps track of IHLA's financial records and ensures all accounting records remain current and available to the membership.

Second, the Treasurer is responsible for an annual presentation regarding the organization's financial status on IHLA's website or to the General Assembly during the years the Global Health Literacy Summit convenes. The Treasurer also provides periodic reports on IHLA's financial status to IHLA's Executive Board.

Third, the Treasurer is responsible for ensuring IHLA retains its 501(c)(3) tax status with the U.S. Internal Revenue Service. The Treasurer can turn over the latter responsibilities to a designated third party, such as an IHLA member more familiar with 501(c)(3) requirements, assuming the task is completed satisfactorily.

Fourth, the Treasurer oversees the efforts of IHLA's appointed standing committee on financial and legal affairs. The Treasurer should be aware if the financial and legal committee can or cannot capably handle their day-to-day work and tasks. The Treasurer is encouraged to work with the chair of the standing committees on finance and legal affairs. During the three-year terms of the appointed membership and communications committees, the Treasurer can recommend changes in personnel to the IHLA Executive Board - if the Treasurer finds the committee's routine tasks are underperformed, dysfunctional, or do not advance IHLA's organizational plans and mission.

Fifth, the Treasurer should take an active role in recruiting members for the appointed standing committee on financial and legal affairs. The Treasurer should recommend nominees for the latter standing committee to IHLA's standing committee on elections and nominations.

Sixth, the Treasurer provides guidance and is the primary consultant to the IHLA Executive Board if disputes or concerns arise regarding IHLA's fundraising activities.

Seventh, the Treasurer is a member of the IHLA Executive Board and assists in the Board's initiatives and decisions.

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

RESEARCH STANDARDS STANDING COMMITTEE

The Research standards standing committee is vital to IHLA's future success. Among its activities, the Research Standards standing committee provides a peer review of the research activities of IHLA's subdivisions and can recommend the commendation, continuation, probation, or discontinuation of IHLA's interest groups and divisions.

The IHLA Research standards standing committee provides a peer review of the research submissions to IHLA's Global Health Literacy Summit that are not assessed within interest groups or divisions. The IHLA Research Standards standing committee provides outreach to inform health literacy practitioners, researchers, and educators about research best practices.

The terms of reference include that 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 honours 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 Group

The IHLA Research standards Standing Committee's duties:

- select a chair
- elect a representative to IHLA's executive board to attend IHLA executive board meetings
- host periodic meetings for the Research standards standard committee's elected members
- provide outreach to IHLA interest groups and divisions, as well as IHLA's other subdivisions.

PRACTICE STANDARDS STANDING COMMITTEE

The Practice Standards standing committee is vital to IHLA's success and future. Among its activities, the Practice Standards standing committee provides a peer review of the health literacy practices within IHLA's subdivisions and can recommend the commendation, continuation, probation, or discontinuation of IHLA's interest groups and divisions.

The IHLA Practice Standards standing committee also provides a peer review of the practice submissions to IHLA's Global Health Literacy Summit that are not assessed by interest groups or divisions. The IHLA Practice Standards standing committee provides outreach to inform practitioners, researchers, and educators about health literacy best practices.

The terms of reference include a focus on 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 IHLA Practice Standing Committee's duties:

- select a chair
- elect a representative to IHLA's executive board to attend IHLA executive board meetings
- host periodic meetings for the Practice Committee's elected members
- provide outreach to IHLA interest groups and divisions, as well as IHLA's other subdivisions
- support the development of the IHLA Global Health Literacy Summit.

NOMINATIONS & ELECTIONS STANDING COMMITTEE

The Nominations and elections standing committee is vital to IHLA's success and future. Among its activities, the Nomination and elections standing committee oversees the election and appointment of members in IHLAs organizational bodies.

The terms of reference include being responsible for soliciting and making nominations for all IHLA elected offices, and for the conduct of elections, in accordance with the Constitution and Bylaws.

The IHLA Practice Standing Committee's duties:

- select a chair
- elect a representative to IHLA's executive board to attend IHLA executive board meetings
- host periodic meetings for the committee elected members
- provide outreach to IHLA interest groups and divisions, as well as IHLA's other subdivisions
- support the organization of the IHLA General Assembly.

APPOINTMENTS BY THE EXECUTIVE BOARD

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Secretary-General

The IHLA Secretary-General is an appointed position with a three-year term. The Secretary-General 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 Secretary-General has five important organizational tasks and responsibilities.

1. First, in terms of internal communication with the membership, the Secretary-General ensures the minutes of IHLA's Executive Board meetings (and information from the Executive Board) are distributed efficiently to IHLA's membership. The Secretary-General can turn over the latter responsibilities to a designated third party assuming the task is completed satisfactorily.
2. Second, the Secretary-General 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 Secretary-General can suggest improvements in the communication of committees/councils/groups-divisions with their immediate members and the broader IHLA membership. The Secretary-General 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.
3. Third, the Secretary-General oversees the work of the appointed standing committee on communications and the appointed standing committee on membership. For example, the Secretary-General 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 Secretary-General 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 Secretary-General is encouraged to work with the chairs of both committees. During the three-year terms of the appointed membership and communications committees, the Secretary-General can recommend changes in personnel to the IHLA Executive Board - if the Secretary-General finds the committee's routine tasks are underperformed, dysfunctional, or do not advance IHLA's organizational plans and mission.
4. Fourth, the Secretary-General should take an active role in recruiting members for the appointed communications and membership committees. The Secretary-General should recommend nominees for the latter two standing committees to IHLA's Standing Committee on Elections and Nominations.
5. Fifth, the Secretary-General is an ex officio member of the IHLA Executive Board and assists in the Board's initiatives and decisions.

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

EXPECTED APPOINTED COMMITTEES

At present, IHLA's appointed standing committees include:

- communications and publications
- professional development
- policy and advocacy
- strategic planning and implementation
- finance and legal
- membership and fundraising
- regional affairs (one representative from Africa, Asia, North America, Europe, East Mediterranean, Latin America).

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. New members within IHLA's appointed committees will be selected in spring 2022, which means incoming members will serve from 2022-2025.



FINANCIAL AND LEGAL COMMITTEE

The Standing Committee on Finance and Legal is critical to IHLA's transition from a nascent into an internationally diverse academic/professional organization. The appointed Standing Committee on Finance and Legal Affairs serve as an organizational consultant regarding IHLA's legal and financial activities. While the committee reports directly to IHLA's executive board, it also has intra-organizational communication responsibilities.

The Finance and Legal committee is in charge of establishing IHLA's budget, as well as providing oversight of IHLA's accounting and legal activities. The Finance and Legal committee also serves as a consultant to IHLA's Councils, Appointed and Elected Standing Committees, Executive Board, and Interest Groups/divisions.

The IHLA Standing Committee on Finance and Legal Duties shall:

- select a chair
- elect a representative to IHLA's Council of Appointed Standing Committees
- participate in IHLA's Council of Appointed Standing Committees
- host periodic meetings (or seek periodic feedback from) the Finance and Legal committee's members
- seek feedback from IHLA interest groups and divisions, as well as IHLA's other subdivisions regarding its activities
- provide outreach to IHLA interest groups and divisions, as well as IHLA's other subdivisions, as needed
- be responsive to requests for assistance from IHLA's executive board
- communicate with IHLA's executive board
- nominate future candidates for appointment to the IHLA Standing Committee on Nominations and Elections.

COMMITTEE ON COMMUNICATION AND PUBLICATIONS

The appointed Standing Committee on Communication and Publications serves as an organizational consultant regarding IHLA's communications and publication activities. The committee reports directly to IHLA's executive board and IHLA's Secretary-General. More specifically, the IHLA Communication and Publications Committee is anticipated to be in charge of the daily operations of i-hla.org and other member media projects that it advances, or are launched by IHLA's Executive Board for the greater membership. The Communication and Publications committee works with IHLA's Secretary-General concerning the website and other communication activities.

The Communication and Publications committee additionally functions as IHLA's source of new ideas for communications improvements, which means the committee needs to monitor innovative activities from similar academic and professional organizations. The IHLA Standing Committee on Communication and Publications' other activities are outlined below.

The Communication and Planning committee is one of seven appointed standing committees within IHLA; the Communication and Planning committee's nine members serve three-year terms.

The authority and standing of IHLA's appointed standing committees are specified in IHLA's constitution and bylaws. The current document expands the discussion of the appointed standing committees that is provided within IHLA's constitution and bylaws. Since the appointed standing committees do not have an institutional legacy, the duties and responsibilities outlined below are based on the normative committee activities of the academic/professional organizations that serve a role model for IHLA.

The Communication and Publications Committee shall:

- select a chair
- elect a representative to IHLA's Council of Appointed Standing Committees
- participate in IHLA's Council of Appointed Standing Committees
- host periodic meetings (or seek periodic feedback from) the Communication and Publication committee's members
- seek feedback from IHLA interest groups and divisions, as well as IHLA's other subdivisions regarding its activities
- provide outreach to IHLA interest groups and divisions, as well as IHLA's other subdivisions, as needed
- work closely with the IHLA Secretary-General
- be responsive to requests for assistance from IHLA's Executive Board
- communicate with IHLA's Executive Board
- nominate future candidates for election to the IHLA Standing Committee on Nominations and Elections.
- administer and advance the daily operations of i-hla.org
- generate original content for the sections of i-hla.org that cover the activities of IHLA's leadership, especially the IHLA Executive Board
- serve as a clearinghouse to provide information about the activities of IHLA's Councils, Appointed and Elected Standing Committees, Executive Board, and Interest Groups/divisions on i-hla.org. While the Communications and Publications Committee is not responsible to generate content among Councils, Appointed and Elected Standing Committees, and Interest Groups/Divisions, it is responsible for the diffusion of the materials created by these committees on i-hla.org
- work with IHLA's Councils, appointed and elected standing committees, Executive Board, and Interest Groups/divisions to advance internal and external communication by recommending teleconference and other needed membership communication platforms
- work with IHLA's Councils, Appointed and Elected Standing Committees, Executive Board, and Interest Groups/Divisions to support internal and external communication activities, such as educational webinars, and support for virtual communication with IHLA members during and between IHLA Global Health Literacy Summit meetings
- help organize the communication infrastructure for IHLA Global Health Literacy Summit meetings
- provide IHLA's executive board with new ideas for communication improvements monitor innovative internal and external mass communication activities and strategies from similar academic and professional organizations.

FINANCIAL AND LEGAL COMMITTEE

The appointed Standing Committee on Membership and Fundraising serves as an organizational consultant regarding IHLA's membership and fundraising activities. While the committee reports directly to IHLA's executive board, it has intra-organizational communication responsibilities. The IHLA Membership and Fundraising committee is in charge of setting IHLA's membership fees and fundraising protocols as well accompanying procedural and ethical standards. The Membership and Fundraising committee also serves as a consultant to IHLA's Councils, Appointed and Elected Standing Committees, Executive Board, and Interest Groups/divisions. The Membership and Fundraising committee additionally functions as IHLA's source of new ideas to advance long and short range membership and fundraising initiatives.

The Membership and Fundraising committee shall:

- select a chair
- elect a representative to IHLA's Council of Appointed Standing Committees
- participate in IHLA's Council of Appointed Standing Committees
- host periodic meetings (or seek periodic feedback from) the Membership and Fundraising committee's members
- seek feedback from IHLA interest groups and divisions, as well as IHLA's other subdivisions regarding its activities
- provide outreach to IHLA interest groups and divisions, as well as IHLA's other subdivisions, as needed
- be responsive to requests for assistance from IHLA's executive board
- communicate with IHLA's executive board
- nominate future candidates for appointment to the IHLA Standing Committee on Nominations and Elections.
- set IHLA's membership fees
- establish and maintain IHLA's fundraising protocols and ethical standards
- initiate, pursue, and oversee IHLA's fundraising activities
- provide periodic reports on IHLA's membership
- and fundraising to the membership that is accessible on i-hla.org
- provide an annual report on IHLA's membership
- and fundraising activities that is accessible on i-hla.org
- make recommendations about specific changes
- in IHLA's membership or fundraising activities to the Executive Committee and
- the membership
- serve as a membership and fundraising consultant to IHLA's Councils, Appointed and Elected Standing Committees, Executive Board, and Interest Groups/divisions
- work extensively and collaboratively with IHLA's Vice President and President
- serve as IHLA's source of new ideas to advance IHLA's membership and fundraising efforts
- monitor innovative membership and fundraising activities from similar academic and professional organizations.

COMMITTEE ON POLICY AND ADVOCACY

The appointed Standing Committee on Policy and Advocacy serves as an organizational consultant regarding policy activities. The committee reports directly to IHLA's executive board. The IHLA Policy and Advocacy committee is in charge of recommending policy activities and initiatives to IHLA's Councils, Appointed and Elected Standing Committees, Executive Board, and Interest Groups/divisions, which advance the awareness and investment in health literacy initiatives in diverse nations. Among other activities, the Policy and Advocacy committee should monitor and recommend initiatives to advance the awareness of and investment in health literacy activities in specific countries, regions, and international agencies. The Standing Committee on Policy and Advocacy represents IHLA as a lobbying organization to improve health literacy policy in any nation, or to international agencies. The Policy and Advocacy committee additionally functions as IHLA's source of new ideas to advance advocacy and lobbying efforts throughout the world. It should work closely with the IHLA Standing Committee on Regional Affairs.

The authority and standing of IHLA's appointed standing committees are specified in IHLA's constitution and bylaws. The current document expands the discussion of the appointed standing committees that is provided within IHLA's constitution and bylaws. Since the appointed standing committees do not have an institutional legacy, the duties and responsibilities outlined below are based on the normative committee activities of the academic/professional organizations that serve a role model for IHLA.

The Policy and Advocacy Committee shall:

- select a chair-elect a representative to IHLA's Council of Appointed Standing Committees
- participate in IHLA's Council of Appointed Standing Committees
- host periodic meetings (or seek periodic feedback from) the Policy and Advocacy committee's members
- seek feedback from IHLA interest groups and divisions, as well as IHLA's other subdivisions regarding its activities
- provide outreach to IHLA interest groups and divisions, as well as IHLA's other subdivisions, as needed
- be responsive to requests for assistance from IHLA's Executive Board
- communicate with IHLA's Executive Board
- nominate future candidates for appointment to the IHLA Standing Committee on Nominations and Elections.
- monitor and recommend initiatives to advance the awareness of and investment in health literacy activities in specific countries, regions, and international agencies represent IHLA as a lobbying organization to improve health literacy policy in any nation, or to international agencies.
- functions as IHLA's source of new ideas to advance advocacy and lobbying efforts throughout the world
- work collaboratively and extensively with the IHLA Standing Committee on Regional Affairs
- provide leadership and recommendations about international lobbying efforts
- furnish a clearinghouse of information about health literacy lobbying efforts in specific countries and international agencies around the world and publish its findings in i-hla.org. This should be done in collaboration with the Standing Committee on Regional Affairs
- furnish updated information about health literacy lobbying efforts in specific countries and international agencies around the world on i-hla.org
- provide leadership and recommendations about guidelines for health literacy policy and lobbying efforts
- provide leadership and recommendations about inclusion in health literacy policy and lobbying efforts
- serve as a consultant about policy and advocacy efforts to IHLA's Councils, Appointed and Elected Standing Committees, Executive Board, and Interest Groups/divisions
- provide IHLA's executive board with new ideas for policy and advocacy
- monitor innovative policy and advocacy activities from similar academic and professional organizations.

