

## **ISSCD Committee – terms of reference**

### **Latin American Society for the Study of Celiac Disease (LASSCD)**

The ISSCD Board approved the establishment of a standing Committee to be known as the LASSCD on 20 March 2024.

The ISSCD Board will appoint a Chair who, along with the ISSCD Board, will convene a committee of experts in the field with broad clinical and scientific expertise in aspects of celiac disease impacting on Latin America as a region.

#### **Role**

The role of the Committee is to advance the ISSCD's Objectives (ISSCD Statutes Section 2.1 and 2.2) in relation to promoting scientific knowledge, education and quality of care of patients in the region of Latin America (LA).

#### **Remit**

Specifically, the Committee will:

- Promote strategies to improve knowledge and awareness of CeD in LA.
- Promote specialist expertise of CeD in leading academic LA medical centers.
- Encourage expansion of expert clinical centers in LA specialized in CeD care.
- Facilitate Spanish and Portuguese-language communications to relevant groups
- Liaise with relevant professional and patient-oriented societies in Latin America
- Identify and support research priorities for CeD in LA
- Promote the involvement of LA in global pharmaceutical development programs
- Recommend relevant topics and speakers to the ICDS Committee.
- Interact with other ISSCD Committees.
- Provide content for the ISSCD, website, newsletters and social media channels.

#### **Membership**

Members are:

- The Board will appoint the Chair of the Committee.
- The Committee members would be appointed by the Chair and the ISSCD Board.
- The Committee will be composed of about eight members, including the Chair, but may be enlarged by agreement with the ISSCD Board

In attendance shall be:

- The Chair and Committee members
- ISSCD Board Members may attend the meeting as required

- Ad hoc appointees
- ISSCD administrators may attend the meeting as required

### **Meetings**

The Committee will meet at least three times a year. The Committee may meet additionally to discuss specific issues at the request of the Chair. The Committee will report at least annually to the ISSCD Board. Meetings will be held online, except for meetings during the ICDS or other conferences. Notes and actions from meetings will be minuted.

### **Committee member selection process:**

ISSCD members will be notified of Committee vacancies on the ISSCD website and/or by other electronic means. Expressions of interest for Committee membership will be reviewed by the Chairperson who will provide their recommendations to the ISSCD Board for final approval. The LASSCD Committee would be expected to include members with relevant expertise such as in clinical and/or scientific aspects of celiac disease or in the broader fields of research, education, patient affairs and/or advocacy for celiac disease and human gluten-related disease. Committee members must be current members of ISSCD.

### **Conduct**

Members of the committee will be formally announced on the ISSCD website and are not permitted to publicly promote themselves as members of the committee e.g. on third party websites or social media platforms. Committee members do not have authority to speak on behalf of or represent the ISSCD, unless authorised by the ISSCD Board. All members of the committee must complete a conflict of interest and confidentiality form and at each committee meeting they must disclose any new conflicts of interest that may have arisen.