



## **TERMS OF REFERENCE**

## TABLE OF CONTENTS

President’s Portfolio .....	3
The AED President Job Description.....	3
Principal Responsibilities of the President.....	3
Key Roles .....	3
Conflict of Interest .....	4
Proposing and Determining Sponsorships and Endorsements of Professional Activities Policy.....	4
Member Standards of Conduct Policy .....	4
Volunteer and Staff Code of Ethics .....	4
Board Member Rights and Responsibilities .....	5
Meetings of the Board .....	6
President-Elect Portfolio .....	7
Translation Board.....	7
Immediate Past President Portfolio.....	8
Nominations Committee.....	8
AED Awards Process.....	8
Treasurer Portfolio.....	9
Finance Committee .....	9
Secretary’s Portfolio .....	10
Annual Meeting Portfolio .....	11
Communications Portfolio .....	12
Electronic Media Committee .....	12
Social Media Committee .....	12
MEMBERSHIP PORTFOLIO .....	13
Membership Recruitment and Retention Committee (MRRC).....	13
Special Interest Group Oversight Committee .....	13
Outreach Portfolio .....	14
Advocacy and Communication Committee .....	14
The AED <i>Forum</i> Committee .....	14

Partnership, Chapter, and Affiliate Committee .....	14
Patient Carer Portfolio .....	16
Patient-Carer Committee.....	16
Friends of AED.....	16
Research Practice-Integration Portfolio .....	17
Clinical Teaching/Research Training Day & Webinar Committee.....	17
Medical Care Standards Committee .....	17
Research-Practice Committee .....	17
Standards of Excellence Portfolio .....	19
Fellows Committee .....	19
Awards and Scientific Review Committee .....	19
IJED Editorial Board.....	19
Executive Director's Portfolio .....	20
Advisory Board.....	20
Eating Disorder Coalition Liaison .....	20

## **PRESIDENT'S PORTFOLIO**

### The AED President Job Description

*Article VI.A. of the AED Bylaws state that the President shall:*

- have and exercise general charge and supervision of the affairs of the corporation.
- shall do and perform such other duties as may be assigned to him/her by the Board of Directors.
- shall preside at meetings of the Board of Directors.
- may sign any contracts or agreements authorized by the Board of Directors.

### Principal Responsibilities of the President

- Serves as the Chief Volunteer Officer of the organization and partners with the Board Members, and the Executive Director to achieve the organization's mission.
- Provides leadership to the Board of Directors, encouraging the Board's role in planning, financial accountability, fundraising, evaluation of the Chief Executive, and evaluation of program performance.
- Chairs Board and Executive Committee meetings and works with board and staff to develop the agenda. Helps guide and mediate Board actions with respect to organization priorities, and governance concerns.
- Seeks counsel from Immediate Past President, and mentors President-Elect.
- Appoints committee chairs. Serves as ex officio on committees and attends meetings when possible.
- Ensures a regular assessment of the full Board, individual board members, and of the Chief Executive.

### Key Roles

- Understands the organization – is well acquainted with the organization, its history, mission, current role, finances, programs and services, constituency, and staff; understands the external forces that affect the organization.
- Knows his/her responsibilities and authority – as described in bylaws; real influence comes from how she/he develops and manages relationships with the Board and staff.
- Maintains a productive relationship with the Executive Director and Staff.
- Builds a working culture – respects contributions of Board members; puts organization's needs over personal rewards.
- Communicates with the Board through an effective information system.
- Creates a safe environment for decision making – takes the lead in establishing the tone.
- Manages meetings well-understands value of substantive, well-managed meetings and well thought out agendas; expectation that participants will be prepared.

- Manages the Board structure –selects committee chairs; ensures that committees are active working groups guided by strong leadership and clear goals.
- Cultivates future leadership-matches Board members’ talents with appropriate tasks.
- Sets goals and expectations for the Board.

### Conflict of Interest

The President is uniquely charged with ensuring that all Board Members and staff follow the policy on Conflict of Interest, as outlined in the AED Policies & Procedures Handbook, and reminds of members of the Board of their duty to disclose potential conflicts.

### Proposing and Determining Sponsorships and Endorsements of Professional Activities Policy

The AED shall co-sponsor or endorse activities initiated by AED members or other organizations. From time to time various organizations or individuals may approach officers or members of the Academy for Eating Disorders (AED, also referred to as the Academy) to propose that the Academy serve to co-sponsor or endorse various works, activities or meetings initiated by an individual or another group.

### Member Standards of Conduct Policy

AED requires members to adhere to standards of conduct for AED members and enforces adherence to these standards. The President ensures that the AED Board of Directors communicates the AED Member Standards of Conduct to the membership, makes necessary revisions or developments of these standards, and the fairly enforces these standards with due process and discretion.

### Volunteer and Staff Code of Ethics

AED requires staff and volunteers to agree to standard of conduct befitting a professional board, including:

- Avoiding any actual or apparent self-dealing or putting one’s own self-interest or any third-party interest above that of the association.
- Using board membership or any asset of the associations for personal gain.
- Engaging in outside activities that would adversely affect the association.
- Engaging in discriminatory or harassing behavior.
- Soliciting or accepting gifts or other items or services of value in exchange for providing special treatment with respect to any aspect of the association.
- Providing goods or services to the association as a vendor without full disclosure and advance approval.

The specific code is included in the AED Policies & Procedures document.

### Board Member Rights and Responsibilities

Board members are asked to sign an agreement indicating their understanding and acceptance of the rights and responsibilities that are integral to their office. The agreement covers the following:

Board Members have a legal and ethical responsibility to ensure that AED does the best work possible in pursuit of its goals, and believe in the purpose and the mission of AED, and agree to act responsibly and prudently as a steward. Specifically:

#### Responsibilities:

- Interpret AED's work and values to the community, represent AED, and act as a spokesperson.
- Interpret constituencies' needs and values to AED, speak out for their interests, and on their behalf, hold AED accountable.
- Make every effort to attend at least 75 percent of board meetings, and participate in appropriate committee meetings, and special events.
- Maintain my membership in good standing.
- Make every effort to attend the annual ICED and encourage others to do so.
- Recuse themselves from discussions and votes where they have a conflict of interest.
- Stay informed about what is going on in AED, ask questions and request information.
- Participate in and take responsibility for making decisions on issues, policies, and other matters and not stay silent if they have questions or concerns.
- Make a good-faith effort to fulfill any specific responsibilities or tasks they agree to take on.
- Work in good faith with staff and other board members as partners toward achievement of our goals.
- Expect to be challenged by the board president to discuss responsibilities if they fail to serve.

#### Rights:

- To receive timely financial and activity reports that allow me board members to meet the "prudent person" standards of the law.
- To have opportunities to discuss with the executive director and the board president AED's programs, goals, activities, and status.
- Help performing duties by being kept informed about issues in the field in which we are working and by having the opportunity for professional development.
- Receive straightforward answers to questions that are necessary to carry out the fiscal, legal, and moral responsibilities of an AED Board member.

- Opportunity to call on the board president and executive director to discuss my concerns.

### Meetings of the Board

The President is responsible for coordinating with the members of the Board of Directors and of the Executive Committee to establish a regular meeting pattern, as well as to convene a Board meeting at least once at the time of the annual meeting. Additional meetings may be called by the President or a majority of the Board. The Board may also meet by conference call and may vote by mail or electronic ballot on issues presented by the President in the interim of regularly scheduled meetings. A quorum for official actions of the Board shall consist of a majority of the whole Board. Any Board member who is unwilling or unable to attend two Executive Board meetings is deemed to have resigned the office and charge. The Board may waive this requirement upon petition for extenuating circumstances.

The Board of Directors typically meets 11 times a year.

## **PRESIDENT-ELECT PORTFOLIO**

### **Translation Board**

The primary objective of the Translation Board is to facilitate the translation of AED materials from English into other languages. Materials include, but are not limited to, membership brochures, ICED promotional materials, press releases, Website content, and relevant documents such as the Medical Care Guide and the Nine Truths of Eating Disorders. The Translation Board will serve as resource to the AED leadership and any AED committee that develops content and identifies a need for translations.



## **IMMEDIATE PAST PRESIDENT PORTFOLIO**

The Immediate Past President is responsible for overseeing the Nominating Committee and the annual awards process, including recipient selection and awards presentation at the annual meeting. The Immediate Past President sits on the Executive Committee and participates in and is responsible for the range of duties of that committee.

### **Nominations Committee**

The AED Nominations committee will be responsible for the process of nominating members for positions within the AED, including:

1. developing and overseeing calls for nominations from the membership and Board;
2. selecting nominees based on suggestions from members and candidates' credentials and visions for the AED;
3. informing the membership of the committee's selections by coordinating with the AED Secretary and AED HQ to post the slate of nominees at least 60 days prior to the election.

See the Policies and Procedures and the AED bylaws for details about the nominations and elections process.

### **AED Awards Process**

The AED values the accomplishments and contributions of its membership. The annual awards were developed to recognize and reward deserving members. The Board of Directors comprises the AED Awards Committee. There are several awards for Leadership and other recognition potentially awarded each year. See the Awards Policies and Procedures for details about the awards process.

## TREASURER PORTFOLIO

The Treasurer's Portfolio is responsible for overseeing the AED's fiscal policies and its financial well-being. This is principally accomplished through specific annual tasks undertaken within the AED Finance Committee, and with close coordination and review of monthly financial statements, monthly invoices, and annual budget planning with the AED Executive Director at Headquarters. The Treasurer is also responsible for ensuring compliance with the AED Investment Policy, the Credit Card Policy, and for oversight of reimbursement for Board Member expenses and the presentation of unbudgeted expenses to the Board.

The role of the Treasurer within these committees is to provide oversight, vision, and direction that supports the committee chairs in their respective tasks. The Treasurer also serves as liaison between the Finance Committee and the AED Board of Directors (BoD) by participating in committee calls and e-mail discussions, informing the Finance Committee of board priorities and initiatives, and apprising the BoD and Executive Board of committee work, decisions, and feedback.

During each annual cycle, the Treasurer and Finance Committee work with the AED Executive Director to coordinate preparation and review of an annual budget by the Board of Directors. The Treasurer also presents a financial report to the AED membership during the annual AED business meeting.

### Finance Committee

The Finance Committee (FC) assists with preparation of the annual budget and advises the Board concerning its approval; advises the President, Treasurer, and Executive Committee on the investment of the financial reserve and on fiscal matters throughout the year; oversees implementation of budgetary priorities throughout the year; and reviews financial conduct of the AED (e.g., reviews the annual external audit). The FC works closely with the AED Executive Director and may work with a variety of financial advisors (non-voting members) performing oversight and investing on behalf of the AED. The FC functions independently from the AED Board of Directors.

The FC is composed of a minimum of three (3), and a maximum of five (5) AED members, including the Treasurer. The Executive Director of the Academy is a perpetual voting member. Additional voting members of the FC are appointed by the President in consultation with the Treasurer. It meets three times yearly and in-person at the annual meeting with additional ad hoc meetings as required. Official FC business can be conducted by electronic mail and other means of communication with approval of all voting members.

## SECRETARY'S PORTFOLIO

The Secretary is elected for a three-year term and is eligible to serve not more than one additional term. The Secretary does not automatically succeed to another office.

The Secretary, in liaison with the headquarters staff, is responsible for and oversees the membership acceptance process, the election process, the annual meeting notification process, the maintenance of minutes, the filing of reports to federal and state authorities, maintenance of membership records and other duties, as outlined in the policies and procedures of the Academy, including:

- updating committee lists, and circulating updated committee lists immediately after the ICED and again in the New Year
- publishing the list of board nominees to the membership 60 days prior to the annual meeting
- ensuring a quorum is present for all decisions requiring a quorum
- overseeing the updating of policy and procedural documents
- approving and overseeing the conduct of AED Board Rapivotes
- ensuring adherence to AED bylaws, policies, and procedures

Detailed procedures are included in the AED Policies and Procedures Manual

## **ANNUAL MEETING PORTFOLIO**

The Annual Meeting Portfolio oversees the AED's annual International Conference on Eating Disorders. The portfolio holder generates suggestions for future meeting locations (city and country), reviews summaries of proposals from various conference venues to present recommendations to the board and provides recommendations to the President for conference co-chairs. In addition, the portfolio holder assists in the activity of each ICED planning committee (including scoring of conference abstract submissions and generating ideas for meeting content) as well as being a liaison between the planning committees and the board.

There are at least two concurrent ICED Scientific Planning committees operating at any one time – the committee for the meeting occurring in the current year during the beginning of a new year and the committee for the meeting occurring in the following year. There are numerous responsibilities that fall to the ICED Scientific Planning Committees that are detailed in the Annual Meeting Guidelines, contained in the AED Policies and Procedures.

## COMMUNICATIONS PORTFOLIO

The Communications portfolio is responsible for the oversight of the AED website, social media presence, and the Online Community. The function of the portfolio holder is to provide direction, inform committees of board priorities and initiatives, and participate in conference calls. The portfolio holder provides oversight and vision to aid committee chairs in their tasks.

### Electronic Media Committee

The Electronic Media Committee (EMC) is responsible for reviewing the AED website to ensure that materials posted to the web are current, readable, and reflect the mission of the AED, in many cases in collaborating with other AED committees. The EMC is also responsible for overseeing the Online Community, including enforcing the Online Community policy.

### Social Media Committee

The objectives of the Social Media Committee (SMC) are to communicate AED's activities, mission, and standpoint and facilitate discussion of such topics through various Internet-based channels of communication such as Facebook, LinkedIn, and Twitter.

## MEMBERSHIP PORTFOLIO

The Membership Portfolio is responsible for overseeing AEDs Membership, through recruiting new and retaining current members, and forming partnerships with other organizations with similar interests and goals. The function of the portfolio holder is to provide direction, inform committees of board priorities and initiatives, and participate in calls. The portfolio holder provides oversight and vision to aid committee chairs in their task.

### Membership Recruitment and Retention Committee (MRRC)

The Membership Recruitment and Retention Committee (MRRC) focuses its efforts on the recruitment of new members and retention of current members of the AED. We seek to implement strategies that are cost-effective, utilizing minimal financial and person-power expenses for maximal gain in membership numbers. Although not the focus of all of our efforts, we emphasize those strategies that attract and retain disciplines and nations that are under-represented within the AED membership body.

### Special Interest Group Oversight Committee

The Special Interest Group Oversight Committee (SOC) is responsible for coordinating the Special Interest Groups (SIGs) and ensuring that the SIGs engage in activities that are compatible with the aims, purposes, and practices of the Academy. Committee membership involves the two co-chairs and four other members, each responsible for one area: collecting panel proposals for the annual conference, the SIG website, collecting information for the Forum, collating annual reports from the SIGs and administering an annual SIG member and SIG co-chair online satisfaction survey. The SOC reports to the Board of Directors (BOD) twice a year. The SOC will review proposals for a new SIG and submit accepted proposals to the BOD for approval. The SOC's main activities relate to the Annual Conference, coordinating the needs of the SIGs with the Program Chairs for the conference, establishing, and promoting SIG meetings and SIG panels. Following the conference the SOC collects an annual report and a membership list from each SIG and submits these to the BOD.

## OUTREACH PORTFOLIO

The Outreach portfolio is responsible for overseeing AED's activities concerning outreach both in terms of advocacy and media-related issues as well as outreach to members via the newsletter. The function of the portfolio holder is to inform the committees/liaisons of board priorities and initiatives and to facilitate communication from committees/liaisons back to the board. The following committees/liaisons are part of the Outreach Portfolio:

### Advocacy and Communication Committee

The objectives of the Advocacy and Communication Committee are to communicate AED's mission and standpoint through press releases, letters, and via the AED website. In addition, the committee assists the media in making use of the expertise of AED members on issues of concern to the organization. Furthermore, the committee advocates for a better understanding of eating disorders by medical and mental health providers as well as a strengthening of eating disorders awareness in the public.

### The AED *Forum* Committee

The AED *Forum* committee is responsible for producing the AED newsletter, which appears in print (electronic or paper) 4-6 times per year. The committee has two or three members (i.e., one or two book reviewer(s) and the *Forum* editor). The book reviewer(s) works with the editor and the Outreach portfolio holder (when necessary) to select books for review in the *Forum* and writes at least 4 book reviews per year. The editor is responsible for soliciting, reviewing, and organizing articles, news, and other items to be included in each issue of the newsletter. The editor also works with the Outreach portfolio holder and other members of the AED Board to ensure that the newsletter includes items that reflect current AED priorities.

### Partnership, Chapter, and Affiliate Committee

The Partnership, Chapter and Affiliate Committee (PCAC) is an organized group of AED members, working to achieve AED goals in the international community and helping facilitate AED services to the eating disorder professionals worldwide, with an added emphasis on outreach efforts outside of North America. Two of our main goals are to increase the number of Partner and Affiliate Organizations (POs and AOs) associated with AED and increase the number of AED members around the world.

Committee members are tasked with fostering collaborative relationships with local eating disorder societies, leading eating disorder professionals and/or Ministries of Health from their geographical region. The PCAC is also responsible, in part, for the dissemination of membership and AED brochures at other conferences and to other organizations, and for coordinating the translation of membership materials together with the Membership, Recruitment and

Retention Committee (MRRC), into languages that are represented within AED membership. As an AED membership benefit, members of Partner, Affiliate or Chapter Organizations will have a 5% discount or \$10 flat rate (whatever less) in their AED membership.



## **PATIENT CARER PORTFOLIO**

### Patient-Carer Committee

The full integration of the experience, wisdom, and knowledge of patients and carers results in the highest quality eating disorders research, treatment, education, and prevention, which aligns with the mission of the AED. The objective of the Patient-Carer Committee (PCC) is to foster this integration throughout AED programs and services.

### Friends of AED

Not-for-profit associations whose members are predominately patient or patient carer based are eligible to apply for “Friend” Status. The application is submitted to the Patient Carer Committee for consideration and brought to the AED Board for approval by the portfolio holder. Eligibility for and benefits of Friend Status are contained in the AED Policies & Procedures Manual.

## RESEARCH PRACTICE-INTEGRATION PORTFOLIO

The Research Practice-Integration portfolio is responsible for overseeing the maintenance and enhancement of opportunities for individual clinicians and researchers to develop their skill base in the field of eating disorders. This includes the running of regular and occasional teaching events, as well as the provision of other support for professional development. The portfolio holder's function is to manage the committee, and to liaise with others (within and outside the AED and the Board). The Portfolio Holder also acts as liaison between the Research Practice Committee and other Portfolio holders such as the Electronic Media Committee, and the Board.

### Clinical Teaching/Research Training Day & Webinar Committee

The main responsibility of the committee is to propose and bring to fruition the annual Clinical Teaching and Research Training Day (CTD/RTD) slate, which takes place the day before the annual ICED. The committee is entirely accountable to the Board. It consists of four members, reflecting the international diversity of the AED membership. Members should have an interest in the development and dissemination of clinical knowledge and skills. Membership of the committee is approved by the Board, and the term is three years, as for other AED committees.

The committee is also responsible for the management and implementation of the educational webinar series. The committee works with AED staff to schedule and provide 12 webinars each year, with topics and speakers approved by the Board of Directors.

### Medical Care Standards Committee

The Medical Care Standards committee is responsible for developing and distributing materials and initiatives to help educate both primary care and eating disorder providers and to elevate the standard of care for eating disorders in all communities with a focus on early recognition and timely intervention. The key tasks of the MCSC are to update, promote, and distribute the Medical Care Standards Guide (*Critical Points for Early Recognition and Medical Risk Management in the Care of with Eating Disorders*). It is composed of AED members that are experts in the medical management of eating disorders, members who have expertise in the dissemination of educational material and represent the international and professional diversity of the AED membership.

### Research-Practice Committee

The mission of the Research-Practice Committee is to improve the quality of research, clinical practice, and prevention in the field of eating disorders by facilitating an on-going transfer of knowledge from research into practice and from practice into research, while working to eliminate the barriers that result in the disconnection of these two critical aspects of our field.

The committee aims to promote the development of a truly integrated research-practice culture within the AED by facilitating:

- the development of effective evidence-based practices, while ensuring that research remains focused upon, and relevant to, clinical practice concerns;
- the development and sharing of core and innovative clinical practices and observations to guide the nature and direction of research; and
- the maintenance of a culture of dialogue and mutual respect between researchers and clinicians.

The committee is composed of AED members who are practitioners, researchers, and clinician-researchers and is chaired by two AED members. Preferably, these co-chairs represent unique aspects of the research-practice community (i.e., one co-chair is primarily practice-oriented, while the other has significant research experience) in order to foster dialogue and information exchange across the range of the research-practice continuum. The committee meets monthly via teleconference and is responsible for:

- the organisation of presentation relevant to its mission,
- the Research Practice Think Tank, during the annual ICED, and
- the *IJED* online CE program, which provides web-based learning opportunities wherein individuals can earn CE credit for completing quizzes based upon reading identified articles in the *International Journal of Eating Disorders*.

## STANDARDS OF EXCELLENCE PORTFOLIO

### Fellows Committee

The Fellows Committee is responsible for selecting AED Fellows and planning and running the ‘Meet the Experts’ event at the annual *International Conference on Eating Disorders* (ICED). The Fellows Committee communicates largely through email, with one teleconference to agree on topics for ‘Meet the Experts’ early in the process and one teleconference to determine the new Class of Fellows. The committee term is 3 years. Only Fellows can be members of the Fellowship Committee. The process for application and appointment of Fellows is outlined in the Fellows Policy.

### Awards and Scientific Review Committee

The purpose of the AED Awards and Scientific Committee is to support and advance science in the eating disorders field. This Committee is charged with several tasks:

- To review candidate applications for AED research grants, including the AED Student Research Grants;
- To review candidates for research grants that AED administers for others (e.g., TJ’s Fund for Eating Disorders Research);
- To review candidates for awards such as Early Career Travel Fellowships and Clinician Awards;

Detailed policies and procedures for this committee are in the Policy Manual

### IJED Editorial Board

The IJED Editorial Board is the liaison committee between the *International Journal of Eating Disorders* and the AED. The Chair is an Associate Editor of the *International Journal of Eating Disorders*. The primary responsibility of the Chair is to ensure maximum information sharing between IJED Editorial Staff and the AED. The liaison reports to the AED Standards of Excellence and provides updates on IJED activities, including those having to do with AED initiated activities (e.g., AED requested review papers). Likewise, the Chair relays information about important AED objectives, goals, and activities to the IJED editorial staff as well as Wiley staff. This information sharing is achieved primarily through the liaison’s participation in monthly calls for both groups, i.e., monthly calls with the IJED Editor, Associate Editors, and the AED and Wiley staff. The term of office for the Chair of the JAC is two years.

## EXECUTIVE DIRECTOR'S PORTFOLIO

### Advisory Board

The Advisory Board (AB) of the Academy for Eating Disorders (AED) is an unincorporated, voluntary service committee of the AED. The primary purpose of the AB is to use its members' influence and resources to further the goals of the AED, advise on specific questions/needs within the AED, and act as a sounding board for potential objectives and priorities of the Board of Directors (BOD) and the AED's leadership.

The overriding criterion for membership is the desire to support the highest quality treatment, research, and education in the causes, consequences, treatment, and prevention of eating disorders.

### Eating Disorder Coalition Liaison

The AED-EDC liaison position involves serving on the EDC board. The goal of the EDC is to advance federal legislation that will support eating disorder research, treatment, prevention, and education efforts on a national level. Feedback of the AED-EDC liaison and other board members is requested from the policy director and other board members periodically concerning press releases and other events and issues that are relevant to the EDC mission. The AED-EDC liaison and other board members are sometimes contacted by news outlets to comment on a relevant issue. The AED-EDC liaison gives periodic updates via the AED newsletter or AED Online Community regarding ongoing EDC work and accomplishments.