

# **RECOMMENDED COMMITTEE APPOINTMENT GUIDELINES**

## Change log

Version	Description	Author	Date of creation	Person who approved	Date of approval
<b>01.01</b>	Approval of the document.	BoT	2024 & 2025	BoT	23/05/2025
<b>01.02</b>	Added explicit guideline requiring regional rotation of committee Chairs. Added that vacancies for Faculty be communicated to all Intern. Faculty Members by the Intern. Faculty representative.	BoT	---	BoT	23/11/2025

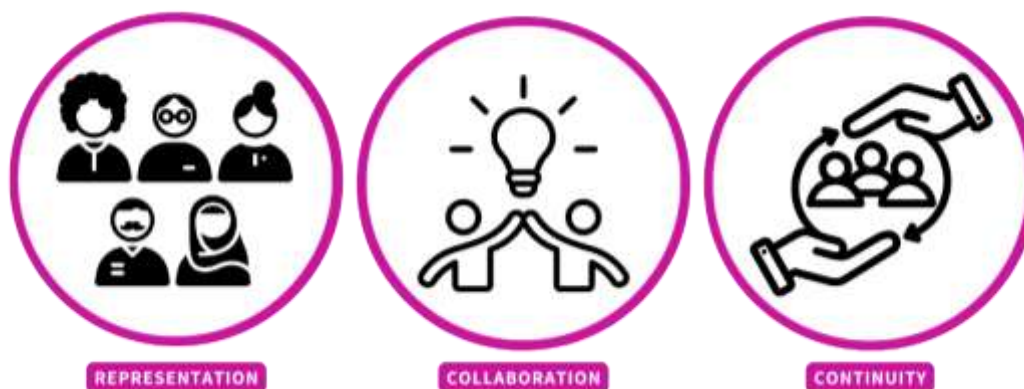
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## Purpose

These recommended guidelines reflect the Board of Trustees (BoT) intention to promote the introduction of new member volunteers to committee activities without sacrificing continuity. They are designed to support a healthy balance between institutional knowledge and the introduction of fresh perspectives.

The purpose of these guidelines is to formalize the process of committee appointments within the International Institute for Bioenergetic Analysis (IIBA). By establishing clear criteria and expectations regarding committee composition, terms, vacancies, and engagement, these guidelines aim to promote effective collaboration, diversity, and continuity in the important work carried out by our committees.



The BoT recognizes that there may be specific instances where exceptions may need to occur.

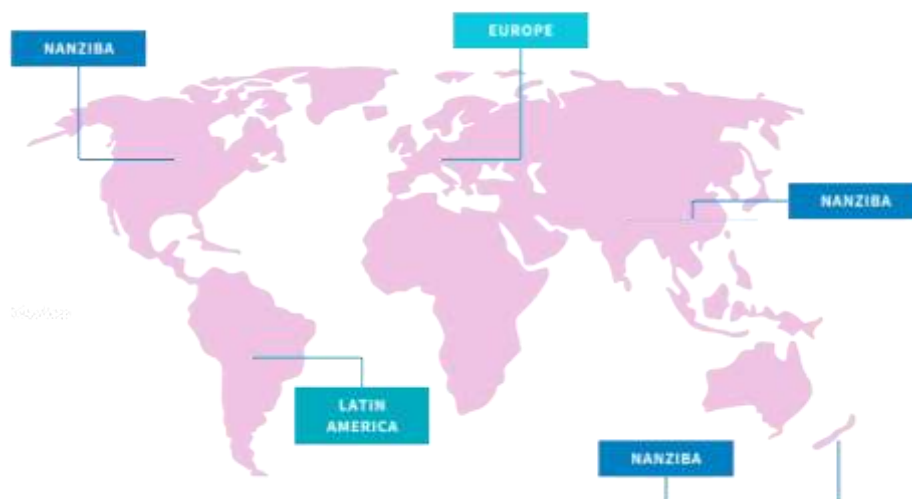
## Applicability and Flexibility

These guidelines are recommended best practices for committee structure and functioning. While committees are encouraged to align with these standards over time, current committees may continue to operate even if they do not fully meet the criteria. The goal is to foster gradual alignment with these principles, recognizing that volunteer participation and regional representation may vary at times. Committees should aim to follow these recommendations as closely as possible moving forward, within the spirit of inclusivity and continuous improvement.

## Representation

Each committee must include representation from all three (3) geographical regions of the IIBA:

1. EUROPE	2. NANZIBA	3. LATIN AMERICA
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At least one (1) active member from each region must be included to ensure a diversity of perspectives and equitable participation across the global membership. This inclusive approach strengthens the richness of our collective decision-making and reflects the international nature of our work.

## Chair Responsibilities

The role of the Chair is both practical and symbolic. Chairs are stewards of continuity, facilitators of inclusive dialogue, and supporters of emerging leadership. The responsibilities of the Chair include:

- Serving a term of up to six (6) years.
- Ensuring balanced regional and membership representation.
- Supporting new members in integrating into the committee.
- Promoting a spirit of cooperation and mentorship.
- Facilitating smooth leadership transitions.
- Encouraging member engagement and succession planning.

## Specific Chair Requirements

- The Teaching Committee Chair must be a BoT member (traditionally the Vice-President of the IIBA).

- The Ethics Consulting Group Chair must also be a BoT member. This committee should include:  $\geq$  one (1) BoT member,  $\geq$  one (1) International Faculty member and  $\geq$  one (1) CBT or Local Faculty member. Every main membership category and regional representation should be included in this group.
- Chairs of all other committees are not required to be BoT members.

## Chair Rotation Among Regions

The Committee Chairs should rotate among the IIBA's three regions (Europe, NANZIBA and Latin America) whenever feasible. Rotation of leadership promotes balanced participation, cultivates diverse perspectives, and strengthens global governance.

Committees are encouraged to internally nominate their preferred Chair. The nominated candidate(s) will be submitted to the BoT for final appointment. If multiple candidates are proposed, either from within the committee or directly to the BoT, the BoT retains final responsibility for appointing the Chair.

## Committee Size

Each committee may include up to six (6) members. This structure ensures:

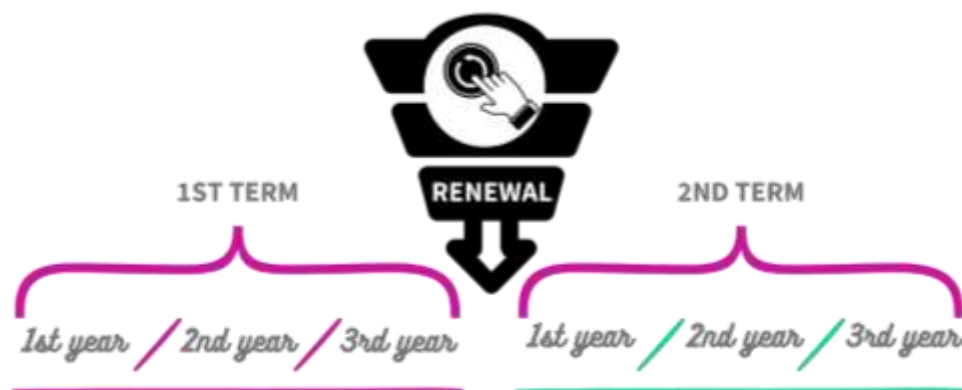
- Effective and inclusive discussion.
- Manageable group dynamics.
- Timely decision-making.
- Representation from a variety of perspectives.



## Term Commitment

### Standard Term(s)

Committee members are encouraged to serve a term of three (3) years, with the possibility of renewal for one additional three-year term (maximum six years total). This provides stability while making space for new voices and ideas.



## Extension of Term

If, after six (6) years, no new members have expressed interest and a current member wishes to continue, the BoT may reconfirm them for one (1) final term of three (3) years. This extension is granted with the understanding that the member will:

- Mentor new members.
- Actively support leadership transition within the committee.

No committee member may serve more than nine (9) consecutive years on the same committee.

## Vacancy Announcements & Volunteer Engagement

When a vacancy arises, the Chair is responsible for initiating a call to the membership. This call will:

- Clearly describes the volunteer opportunity.
- Be distributed via the IIBA Newsletter, website, and social media, if needed.
- Encourage broad participation and ensure equal opportunity.

If no volunteers respond, the BoT will take the lead in identifying and inviting potential candidates.

Vacancies for Faculty positions within committees must be communicated to all International Faculty Members by the International Faculty representative to ensure equal access and visibility.

## Openness and Engagement

Committees are encouraged to maintain open communication with the IIBA membership, actively seeking input and encouraging involvement. Transparent processes and inclusive

practices help build trust and ensure that committees reflect and respond to the needs of our global community.

## **Sense of Community**

Committee service is an opportunity to embody the values of the IIBA: collaboration, growth, integrity, and international cooperation. The BoT warmly invites all members to consider how they might contribute to the life and governance of our organization through committee work.

## **Feedback Requested**

These Recommended Committee Appointment Guidelines are a living document, open to refinement based on the evolving needs of the IIBA and its members. We welcome your thoughts and suggestions on how to enhance their effectiveness. Please send feedback to: [info@bioenergeticanalysis.com](mailto:info@bioenergeticanalysis.com).

*Thank you*

for your commitment to the continued success and effectiveness  
of our global community of Bioenergetic Therapists!