**Application form for ECPP committee membership**

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| **Name:** | | Click here to enter text. | | | | | | | | | | |
| **Address:**\* | | Click here to enter text. | | | | | | | | | | |
| **Gender:**\* | | Male | | | Female | | | | | | | |
| **Academic Qualifications (degrees):** | | | | | | | Click here to enter text. | | | | | |
| **Year of completion of final qualification/ training:** | | | | | | | | | |  | | |
| **Profession:**\* | | | **Area of practice:** | | | | | Psychology  Psychiatry  Social Work  Nursing  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Type of practice**  **(tick as many as apply):** | | | | | Research  Clinical practice  Teaching  Health administration Government/policy role  Non-government organisation role  Philanthropic activity  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Are you an IPOS member?** (When applying you need to become an IPOS member) | | | | | | | | | Yes | | No |
| **What other IPOS committees do you serve on?** | | | | | | Click here to enter text. | | | | | | |
| **Please describe your career to date, specifically your area/s of expertise and experience relevant to this Committee**  (limit 200 words) | | | | Click here to enter text. | | | | | | | | |
| **How do you feel that you can contribute to the committee?**  (limit 100 words) | | | | Click here to enter text. | | | | | | | | |
| **What do you hope to gain from being a part of the Committee?**  (limit 100 words) | | | | Click here to enter text. | | | | | | | | |
|  | **I confirm that have read and** **accept the duties and responsibilities of being an ECPP committee member.** | | | | | | | | | | | |

\*New members will be selected in order to ensure a broad representation of countries, gender and expertise.

**Committee Membership**

The ECPP Committee aims to have up to 10 members, as follows:

* ECPP Committee Chair;
* ECPP Committee Deputy Chair;
* Ordinary Committee members.

Two members of the IPOS Board will act as Senior Advisors to the ECPP Committee (i.e. serving as a Board liaison).

The Committee has several key aims, including:

* ECPP Special Interest Group (SIG) engagement:, e.g. engaging low-resource countries, fostering networking;
* Organising congress events: e.g. luncheon, poster presentations, symposia;
* Governance and reporting.

The term for ECPP Committee membership shall be two years. The members of the ECPP Committee shall be reconfirmed annually by the Board. Members can resign from the Committee at any time.

**Duties and Responsibilities of the Committee**

1. Develop programs and initiatives related to career development and work-life management in order to maintain a healthy, productive, and growing junior workforce that is committed to pursuit of a long-term career in psycho-oncology. Activities may include:

* Development of a strong and supportive international network of ECPPs.
* Provision of information, support, and advocacy for ECPPs.
* Organisation of events and development of resources of value to ECPPs.
* Continuing to build momentum and build the ECPP membership of IPOS.

1. Review the support needs of ECPP members of IPOS and make recommendations to the Board, as appropriate, for planning ECPP-targeted events/activities.
2. Review the Committee Terms of Reference annually and submit to the IPOS Governance Committee for review any proposed amendments to these Terms of Reference, including the reason for the proposed change.
3. Internal decision-making related to the main activities and policies of the Committee will be supported by a voting procedure; any decision shall be approved by a majority of members before being taken including the Chair and Deputy Chair. A quorum of the committee is a simple majority of members including the Chair and Deputy Chair. A quorum shall be required to vote on a Committee action.
4. The Committee is required to report on their activities to the IPOS Board. A progress report is to be submitted to the IPOS Board prior to their annual meeting. Reports should include matters of governance (elections etc) as well as any activities undertaken by the Committee. Communication between the Committee and the IPOS Board shall be conducted through the Senior Advisors and the chairs of the ECPP Committee. The current Chair of the Committee will provide a verbal report of the Committee’s progress to the IPOS Board meeting when invited to do so.
5. Research studies arising from activities conducted by the Committee under the auspices of IPOS shall be governed by IPOS policies.
6. Any matters of conflict or breach of terms of reference shall be referred to the co-chairs, who will escalate the matter to the Senior Advisors or IPOS Board if required.
7. The Committee aims to have three ‘working’ groups with the following responsibilities that are equally divided among the members:

* The SIG engagement subgroup will undertake engagement with the SIG, including distributing newsletters to the group, emails, website, management of SIG membership and any other matters relating to the SIG.
* The congress subgroup will facilitate congress related events, such as the mentoring lunch, ECPP poster sessions, SIG meetings, and special workshops.
* The governance and reporting subgroup will be responsible for all matters of governance and reporting for the ECPP, including the maintenance of the terms of reference and reporting to the IPOS Board.