



# Board Members Terms of Reference

**International Health  
Economics Association**

435 East Durham St  
Philadelphia, PA  
19119-1223

T +1 (902) 461-4432  
healthconomics.org

(draft 10 June 2010)

Candidates for the iHEA Board are chosen from the membership by the nominating committee and by affiliates to further excellence in communications, scholarship, education and policy in Health Economics across all regions of the world. Board terms are for up to 4 years, with a possibility of one successive renewal. The following basic qualifications are set out:

1. Standing as a recognized scholar in the field of health economics.
2. Have been a member of iHEA for the prior three years, registered in SSRN, and attended at least one of the prior three iHEA World Congresses.
3. Committed to support of iHEA and attendance at Board, Committee and Scientific meetings.

## **Duties and Obligations**

- Bring the perspectives of a broad range of members to the attention and discussions of the iHEA Board and management.
  - Represent the perspectives of the iHEA Board to a broader community of members.
  - Be prepared to serve on the Scientific Committee and other iHEA Task Forces.
  - Promote membership and scientific sessions at iHEA Congresses.
  - Encourage individual scholars, university programs, government agencies, NGOs and corporations to become members and sponsors of iHEA.
  - To organize scientific sessions, workshops and activities for iHEA Congresses.
  - To exercise oversight over the finances and management of iHEA, striving for high standards of excellence and avoidance of conflicts of interest.
-

The iHEA Board meets once per year, in person or by teleconference. Between board meetings, actions may be taken by a vote of the Executive Committee (President, Past-President, President-Elect, Treasurer and Executive Director) and subsequently placed before the full board for ratification and reaffirmation. Minutes of all Board meetings and official Board actions are publicly displayed at [www.healtheconomics.org](http://www.healtheconomics.org) within 60 days.

{excerpts from iHEA By-Laws and related documents}

**Mission:** The International Health Economics Association was formed in 1993 to increase communication among health economists, foster a higher standard of debate in the application of economics to health and health care systems, and assist young researchers at the start of their careers.

### **5.1 All Board members, whether elected or appointed shall**

- i. Be a member in good standing for 3 years
- ii. Have attended at least 1 of the last 3 World Congresses
- iii. Have registered in SSRN
- iv. Provide signed acceptance of roles and responsibilities of iHEA Directors

from iHEA Policy#1- "GOVERNANCE" ##### Appendix: iHEA Board Roles #####

### **Maintaining Academic Excellence**

1. Board as representatives of excellence in health economics
2. Management of peer-review process
3. Scientific Committee
4. Lead Speakers

5. University Members
6. Publications, Archives

### **Financial Oversight**

1. Audit & review accounting procedures.
2. Budget approval, set goals.
3. Assess & recruit sponsorship funding.
4. Maintain reserves.

### **Management Oversight & Succession**

1. Assess management performance.
2. Plan for contingencies/Inevitabilities.