

- **Subcommittee member guidelines**

1. Each subcommittee Chairperson and Secretary name along with mail id and contact telephone number must be available on AOGD website. Each Chairperson must complete the constitution of the subcommittee within a month of assumption of charge.
2. The current duration of each subcommittee is for 2 years. Later, in case of high demand, the Executive Committee may review and modify the duration.
3. Vacancy position must be clearly visible on website. When vacancy is due applications should be sought for as a notice both on website and in monthly bulletin.
4. A maximum of 12 members are permitted in any subcommittee. Members should ideally be from both government and private sector in equal numbers. Some junior members should be encouraged to join. It is preferable that these should be 5 years post PG.
5. All desirous subcommittee members must be permanent members of AOGD. An AOGD member cannot be a member of more than 1 subcommittee simultaneously. The application submitted by each applicant should contain a biodata together with preferably some proof of work in the area related to that particular subcommittee. In addition some plan / suggestion regarding contributing to further activities of the subcommittee should also be included.
6. In case number of applications are small in comparison to number of vacancies, these criteria may not necessarily be very strictly implemented by Chairperson of subcommittee in conjunction with President, AOGD. Appropriate rationale should be recorded.
7. Applicant should clearly understand that membership of a subcommittee requires some genuine contribution to that subcommittee and does not mean membership only for name.
8. The contribution of each member should be assessed by the Chairperson at regular intervals and if found suboptimal a warning may be issued, which if not heeded, may eventually lead to termination of membership of that subcommittee. This must be done under information to President, AOGD.
9. In case any member wishes to resign for health or other reasons they may tender their resignation to Chairperson. The vacancy so created must be filled by Chairperson either by calling for fresh applications or by previously received extra applications. Normally the membership duration will be co- terminus with the tenure of the Chairperson.
10. In case of less number of applicants for a subcommittee chairperson in consultation with the president AOGD can invite people to be members of the subcommittee
11. The committee members also made some suggestions for the working of subcommittee though that was not mandated. These are as below:
 - AOGD office must display the final composition of subcommittees on AOGD websites within a month of finalization of chairperson

- Quarterly / 6 monthly reports regarding activities done and forthcoming activities with the coordinator must be submitted by the chair and displayed on website by AOGD
- Subcommittees must focus on public forums and skill enhancing workshops in addition to webinars
- Final decision for subcommittee composition must lie with the chair in conjunction with the current President AOGD.
- **Guidelines for subcommittee chairperson**
 1. It was decided that no institution should have more than a maximum of 2 Chairpersons of subcommittees at any time. A third Chairperson from the same institution can be permitted only if there are no applications from other institutions even after repeated applications being asked for and the particular person's credentials are outstanding. This should be routed through Executive Committee. In case there are more than 2 applications from the same institution 'first come, first served principle' will be applicable.
 2. Consecutive terms for one Chairperson for a particular subcommittee is not permitted as per the Constitution.
 3. No subcommittee will have consecutive terms in the same institution.
 4. Criteria for formation of new subcommittee or deleting an old one must be taken at the level of Executive Committee. Reasons must be documented and should take into account issues like usefulness, relevance, overlap with other Committees, changing scenarios, likelihood of continuing long term etc.
 5. Replacement of Chairperson in case of poor health or other issues has already been mentioned earlier in respect of members (vide Clause no.9 of previous recommendations). Same can be followed at Chairperson level with the only proviso being to report to the Executive Committee or President AOGD who may decide together.
 6. Regarding the minimum activity of each subcommittee, it was decided that a minimum of 2 events should be held annually of which at least one should be physical.
 7. Contribution by Subcommittees to the monthly bulletin was discussed but it was decided to leave the matter to the Editor.
 8. AOGD office MUST ensure display and regular updation of all details of subcommittees on Website. Reminder for the same may be given in the monthly bulletin. Further, applications for members and Chairpersons must be asked for much in advance so that the tenure starts simultaneously with AOGD office bearer tenure ie. 1st April.