



Terms of Reference

Garrod Association Guideline Committee

Purpose

The Garrod Guideline Committee is established to formulate clinical guidelines, endorse existing guidelines, and write statements pertaining to specific Metabolic diseases/disorders. The Committee will assemble Task Forces to conduct the literature review of specific diseases/disorders. These Task Forces will report back to the Committee. Evaluation and endorsement of existing guidelines will be done using the AGREE II tool.

Composition/Membership

The Committee will be composed of 10 individuals with interest, experience, and expertise in clinical practice (including physicians and allied health professionals), laboratory, and research of Metabolic disorders. Members with diverse job profiles and in different career stages will be sought to provide differing perspectives.

Term of Office

Membership is voluntary. Members will be appointed by the Committee Chair and the President of the Garrod Association to serve a 2-year term, with an opportunity for renewal. The Committee Chair will be appointed by the President of the Garrod Association for a term of 2 years, with one renewal. Members of the Committee should be members of the Garrod Association.

Attendance:

A member is required to attend a minimum of 60% of the meetings in a 12-month period. If a member's attendance is below the minimum, the member's membership on the Committee may be reviewed at the discretion of the Chair and the President of the Garrod Association.

Meetings

The Committee will meet 3-4 times per year, though more frequent or less frequent meetings may be required.

Meetings will be done via teleconference communication; meetings will be held via zoom/google Teams unless otherwise stated. There should be at least 50% attendance from members of the Committee to achieve quorum.

Minutes and Agenda:

All Members will be sent a copy of the minutes prior to each meeting. The minutes will be approved by the Committee at the beginning of each meeting.

Reporting

The Committee will compile the information either as a resource that is curated and updated continuously or via publication. The Committee Chair will report annually to the Garrod Association Members during the Association's Annual Meeting.