

Draft Terms of Reference
External Relations Committee
Updated January 2015

Role

Reporting to the ISPGR Board, and working in conjunction with the Society's Secretariat (staff) and Strategic Planning Committee as required, the role of this committee is to develop new relationships and maintain/strengthen existing relationships with partners (industry, other societies, etc.) that lead to the provision of important resources (financial and intellectual, etc.) to support the priority Society initiatives and requirements.

Responsibilities

The key responsibilities of the committee include:

- Develop strategies for generating new and maintaining existing relationships with external organizations (industry; other societies, etc.);
- Raise funds from industry engagement
- Be in regular communications with all relevant and strategically important external organizations.
- Gather feedback from members regarding their needs and wants from partnerships
- Recommend opportunities for enhanced partner involvement with Society initiatives
- With support from the Secretariat, pursue and confirm general funding opportunities
- Actively promote the conference to their respective communities/contacts
- Be visible and vocal advocates and promoters of the Society's initiatives, including the World Congress, to prospective participants in the scientific or related industrial/commercial communities
- Be available to participate in scheduled planning meetings via conference call
- Attend the World Congress

Committee Composition

The Committee will comprise:

- A member of the ISPGR Board who will serve as the chair
- A minimum of three ISPGR members-at-large in good standing representing each of the Society's regions, one of whom, at the discretion of the chair, will serve as co-chair
- It is expected that the committee composition may fluctuate in size based on Society initiatives and specific partner funding projects in the works.

Meeting Frequency

It is expected that this committee will meet regularly each year and that unless otherwise specified the meetings will take place by conference call. It is recommended that at least one of these meetings be face-to-face at the location of the ISPGR World Congress.

Remuneration

Members of this committee will serve in a volunteer basis.

Term and Succession

The Chair and Co-Chair will serve for a 2 year term and may serve a maximum of 2 terms. Committee members will serve for a 2-year term and may serve a maximum of 2 terms.

Other

This committee will work in concert with the Strategic Planning Committee related to strategic growth and the Communications committee for marketing. This committee may research the financial implications of recommended actions, but may not expend or commit funds without approval by the Board of Directors.