

**Terms of Reference
Communications Committee
Updated January 2018**

Role

Reporting to the ISPGR Board, and working in conjunction with the Society's Secretariat (staff), the role of the Communications Committee is to develop and facilitate a coordinated communication strategy to maximize opportunities and facilitate engagement between the Society and its stakeholders.

Responsibilities

The key responsibilities of the committee include:

- To work with Society's Secretariat (staff) to develop a biennial strategic communications plan at the ISPGR World Congress
- To provide direction, content and strategies to Society's Secretariat (staff) to communicate between the Society and its stakeholders
- To provide a conduit for the Society Board to facilitate engagement and communication between the Society and its stakeholders
- To work with Society's Secretariat (staff) to develop, maintain and manage the Society's various communication channels:
 - website; e.g. regular content updates, ISPGR blog
 - social media; e.g. Facebook, Twitter
 - email blasts
 - newsletter
 - other communication initiatives; e.g. ISPGR journal club
- To develop and implement marketing and communications policies and strategies as required
- Actively promote the conference to their respective communities/contacts
- Be visible and vocal advocates and promoters of the congress to prospective participants in the scientific communities, in the lead up to and during the World Congress
- Be available to participate in scheduled planning meetings via conference call
- Attend the ISPGR World Congress

Committee Composition

This committee will comprise

- Two members of the ISPGR Board; of whom one will serve as the chair and one as the co-chair
- 4 ISPGR members at large in good standing, who will serve as subcommittee chairs of our 4 focus areas: online & blog, social media, newsletter, and new initiatives
- 4-10 ISPGR members at large per focus area, of whom at least one will be a student member
- A member of the Society's Secretariat (staff)

- It is preferred that members should represent a cross-section of researchers and clinicians from the Americas, Asia-Pacific region and Europe and be inclusive of student members or early career researchers
- It is expected that the committee composition may fluctuate in size based on member interest

Meeting Frequency

It is expected that this committee will meet a minimum of three (3) times per year and that, unless otherwise specified, the meetings will take place by conference call. The committee will also meet 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 Communication Committee chair and co-chair and the four subcommittee chairs will serve for a two (2) year term and may serve a maximum of two (2) terms. At the discretion of the committee chair, other committee members serve a minimum of two (2) years, with indefinite renewal. A renewal of at least two (2) members/year is advised.