

## **Terms of Reference ISAM Education Committee**

### **The Committee:**

The Education Committee is a network of international specialists in addictions, supporting the development and implementation of international frameworks for education in addiction medicine. The Education Committee falls under the jurisdiction of the ISAM Board of Directors.

The Committee sets annual strategic goals and objectives aimed at achieving international collaboration on supporting the development and implementation of frameworks for education in addiction medicine.

### **Membership:**

- The Education Committee consists of a Chair and Co-Chair and a maximum of 15 members.
- The members must be ISAM members.
- The Chairs will be nominated by the ISAM President, subject to ISAM Board approval.
- Members will be nominated by the Chair and Co-Chair.
- Chairs, Co-Chairs and committee members represent different global regions and other invited representatives, such as from ISAM NeXT
- The committee membership term will be for three years, renewable upon review.

### **Frequency of Meetings:**

The committees will meet every 4 months preferably with at least one meeting in-person coinciding with the annual ISAM scientific meeting. Quorum will be defined as 50% or greater of the committee members. Members will be asked to participate and contribute actively and will be requested to attend more than 50% of meetings annually.

### **Decision Making Process:**

This will be conducted through a consensus process. In exceptional circumstances when a consensus is unachievable, decisions will be decided by a majority vote.

### **Reporting Process:**

The Committee will regularly report on its activity at ISAM board meetings and at the ISAM annual meeting.