

## **Draft Terms of Reference ISAM Training and Education Committees**

### **Purpose:**

The purpose of the Training and Education committees is to increase and improve the capability and capacity of addiction medicine training and educational activities. Training activities will largely seek to address training needs of addiction specialists (including postgraduate training needs). Education activities will largely seek to address education needs of those either working within the field of addiction who are not addiction specialists (including undergraduate medical students and trainee doctors) or those working in other fields looking to increase their knowledge, skill and confidence in addiction medicine.

This will be accomplished through a number of activities that will be determined through a shared education and training strategy, including:

- Training and education workshops and symposia at the annual ISAM Conference
- Scoping activities to identify areas of training and education need internationally, through surveys of the ISAM global membership and consensus-based prioritization
- Development of training and education modules or packages to be delivered in response to areas of need
- Joint work in collaboration with international ISAM affiliate organisations to deliver training and education activities in response to local areas of need

### **Membership:**

- The committees will consist of two Chairs, up to two Co-Chairs, and a maximum of 15 members.
- The members must be ISAM members.
- The Chairs and Co-Chairs will be nominated by the ISAM President, subject to ISAM Board approval.
- Members will be nominated by the Chairs and Co-Chairs, subject to ISAM Board approval.
- Chairs, Co-Chairs and committee members should ideally represent different global regions.
- The committee membership term will be for three years, renewable upon review.

### **Frequency of Meetings:**

The committees will meet every 4 months preferable with at least one meeting in-person coincident 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 requested to attend more than 50% of meetings annually.

### **Decision Making Process:**

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

**Reporting Process:**

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

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