

## **Terms of Reference**

### **ISAM Communication Committee**

#### **Purpose:**

The purpose of this committee is to increase and improve the communication capability and capacity of the International Society of Addiction Medicine (ISAM) to its members (individual and affiliate societies).

This committee will be composed of individuals working in the field of addiction interested and or specialists in the fields of clinical delivery and leadership, quality improvement, healthcare systems innovation, clinical governance and precision/personalised medicine and are additionally able to utilise effectively different communication platforms.

This will be accomplished through:

- Fortnightly executive summaries to all ISAM members
- Regular communication that is of specific value to either ISAM individual members and/or ISAM affiliate societies
- Maximise the Twitter, LinkedIn and other social media handles
- Regularly sustain the news feeds within the ISAM website

#### **Membership:**

- The committee will consist of two co-chairs and 6 committee members.
- One of these chairs will be the ISAM BOD Communication Officer
- All ISAM Communication committee members must be ISAM members.
- Members will be nominated by the co-chairs and ISAM BOD
- The co-chairs and committee members should represent different global regions.

#### **Positions within ISAM Communication Committee**

- ISAM Affiliate Society communication officer on a regular basis
- ISAM Individual members communication officer who will help with ISAM office the fortnightly executive summaries
- ISAM Newsletter communication officer who will lead in editing and formatting a quarterly ISAM newsletter
- ISAM Social Media Officers x 2 (Twitter, LinkedIn initially) who will work independently and have control over the specific handle
- ISAM Webpage Officer who will work with ISAM office on a monthly basis

#### **Frequency of Meetings:**

The ISAM **Communication Committee** will meet at least once “in person” coincident with the annual ISAM scientific meeting. Meetings will also be held via telephone (teleconference), skype (or equivalent), webinars and/or electronic mail (e-mail) as

the need arises. Members are asked to commit to participate in an active and productive manner.

**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:**

**The ISAM Communication Committee** will regularly report on its activity at the ISAM annual meeting by the ISAM BOD Communication Officer.

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