

March 14th, 2017

## Terms of Reference ISAM External Funding (EF) Committee

### **Purpose:**

The purpose of the EF committee is to increase and improve the financial capability and capacity of ISAM.

This will be accomplished through:

- Developing a memorandum of understanding for external funding that has no conflict of interest with ISAM bylaws, mission or constitution
- Assessing the standards for best practice on seeking these external funds
- Supporting the ISAM office for seeking external funding
- Supporting the ISAM annual meeting and Local Organizing Committees (LOCs) to attract external funding, such as sponsorships for the meeting activities
- Promoting ISAM and ISAM products through global campaigns in order to attract new sponsorships
- Be the ISAM representatives to conduct accountable and transparent business relationships with industry, when asked to provide compensated expert advice and consultancy

### **Membership:**

- The committee will consist of two co-chairs and a maximum of 10 members.
- The co-chairs must be ISAM members. Ideally all committee members should be ISAM members
- The co-chairs will be nominated by the ISAM President, subject to ISAM Board approval.
- Members will be nominated by the co-chairs, subject to ISAM Board approval.
- Members need to declare any financial or other conflicts of interest to the ISAM co-chairs once nominated
- The 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 committee will meet at least once “in person” during the annual ISAM scientific meeting or another suitable meeting. Meetings can also be held via telephone (teleconference), Skype (or equivalent) 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:**

Through a consensus process. In exceptional circumstances when a consensus is unachievable, decisions will be decided by a majority vote and/or co-chairs.

**Reporting Process:**

Committee will regularly report on its activity at the ISAM Board of Directors (BOD) meetings and at the ISAM annual meeting open invitation.

**Declaration of Conflict of interest**

All members must disclose any conflict of interest (Appendix 1.)