COMMUNICATIONS COMMITTEE - Terms of Reference

This document defines the purpose, responsibilities and scope of activities of the Communications Committee and identifies an Executive Management and Governance structure.

**Purpose**
The Communications Committee will improve OARSI visibility through communication vehicles including the website, newsletter and social media.

*Specific Objectives:*
1) Review biweekly newsletter and identify articles of interest to be included - Multiview selected articles
2) Post to OARSI Twitter and Facebook accounts
3) Develop video library by requesting journal authors to voluntarily submit 2 minute video-committee to review

**Membership**
The Committee will be constituted of a maximum of 10 current OARSI members, and will include *at least one Young Investigator, and one member of the OARSI Board.*
The Chair will be appointed by the President of OARSI, and will serve a 3-year term which includes 1 year as Past Chair and is ex-officio.
New members will be selected from those who volunteer to serve on the committee once a year and will be appointed by the Chair for a 3-year period.

**Roles and responsibilities of members**
Committee members will:
1) Actively participate in matters raised at meetings
2) Agree to hold confidential or share information discussed at the committee as advised by the Chair
3) Committee members will be responsible for updating social media postings
4) Review and provide feedback on video submissions (or similar) from journal authors
5) Review Multiview newsletter articles on a rotating basis

**Frequency of Meetings**
Face to face at the Congress and teleconferences/virtual meetings as needed.

**Quorum**
The Quorum will be half the members plus one.

**Record keeping**
An Agenda will be prepared for each meeting to seek discussion or identify decisions to be made. Minutes will be taken and used to provide information, document required actions, and to ensure transparency of information.

**Conflicts of interest (COI)**
These will be recorded at each meeting and will make reference to COIs that related to items on the agenda.

**Committee voting**
This committee will make decisions through discussion and by reaching consensus. If consensus cannot be reached, any member or their nominee may request a vote, to be decided by a simple majority (51%) of those
present. In the event of a tied vote the Chair will have the deciding vote.

**Notice of meetings**
The Agenda and related information will be circulated at least 4 days prior to the meeting.

**Reports**
The Committee reports to the OARSI Board and should file minutes from each meeting with the Society. A formal report should be prepared and submitted prior to each Board Meeting. Please use the standard template provided on the following page for Committee Minutes and Board Reporting.
Attendees: Jane Doe, Chair, John Doe, Jim Doe, Janet Doe

Minutes

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Call To Order / Roll Call / Welcome</td>
<td>Jane Doe, called the meeting to order, and all committee members introduced themselves.</td>
<td>none</td>
</tr>
<tr>
<td>II. Review Minutes from Past Meetings</td>
<td>Minutes from the last meeting on May 10, 2020 were approved.</td>
<td>none</td>
</tr>
<tr>
<td>III. Discussion Item 1</td>
<td>Everyone agreed this was a great proposal.</td>
<td>Recommend proceeding to the Board.</td>
</tr>
<tr>
<td>IV. Discussion Item 2</td>
<td>This needed some clarification about these specific questions:...</td>
<td>Follow up with requestor/submitter</td>
</tr>
<tr>
<td>V. Recommended Actions / Board Recommendations</td>
<td>The committee reviewed these things and approved them.</td>
<td>Recommend proceeding to the Board.</td>
</tr>
</tbody>
</table>