ISPRM OPERATIONAL GUIDELINES - 
Communication Committee

22/FEB/2023

1. Name
Communications Committee

2. Mission
The purpose of this committee is to support ISPRM in all communication activities.

3. Goals
1. To assist ISPRM central office in monitoring and updating the information on ISPRM website;
2. To assist ISPRM Social Media manager in collecting contents relevant to PRM and ISPRM members;
3. To write and edit the content of ISPRM Newsletter;
4. To disseminate information regarding topics of interest relevant to PRM;
5. To promote events organized under the auspice of ISPRM and its member societies;
6. To disseminate information regarding latest updates from special interest groups and task forces of ISPRM.

4. Membership
a. Number: 15
b. Eligibility: To be an active ISPRM Member in the current year ([registration page here](https://isprm.org/isprm-group-membership-application-form/)).
c. Joining: To join candidates must complete the ISPRM Group Membership Application Form: [https://isprm.org/isprm-group-membership-application-form/](https://isprm.org/isprm-group-membership-application-form/) which has to be approved by the Committee chair(s) and then ISPRM President Cabinet, with subsequent updating of the group’s list on the ISPRM webpage.
d. Term: Members join for a period of 2 years, with the option to renew (each term is 2 years, changes with the ISPRM President).

5. Organizational structure (offices, terms of service, election terms, and duties)
a. Structure: The Committee will have Chair, Co-Chair, Social Media Technical Person and Committee Members.
b. Terms of Service: Chair/or co-chairs are nominated by the President for a period of 2 years, with the option to be renewed for a maximum of two terms (each term is 2 years, changes with the ISPRM President).
c. Duties: Each member is expected to complete the task given by Chair / Co-Chair in the designated time.
d. There will be three sub-committees, each with a leader from among the current members appointed by the Chair: 1) Website; 2) Social Media; 3) Newsletter.
ISPRM President’s Cabinet (PC) Liaison: This representative from the President’s Cabinet liaises with the group and the PC, thereby facilitating bilateral communication and decision-making.

6. Reporting mechanism

An annual report of the group activity, membership and plans for the future will be requested to be submitted before the ISPRM World Congress to be included in the *ISPRM Annual Book of Reports*.

During the ISPRM World Congress, the group will be assigned a room and time slot to meet, report, brainstorm and plan for future activities. This is a mandatory annual meeting that must be led by the chair.

Regular updates may be requested, and at any moment the chair is encouraged to email the details to the ISPRM Office to be shared with the President’s Cabinet.

7. Required resources

a. Use the ISPRM Groups online platform for communication among members and to keep track of discussions/ materials.
   1. LOG IN TO THE ISPRM RESERVED AREA AND ACCESS THE GROUPS PAGE - [https://isprm.org/groups/](https://isprm.org/groups/)
   2. SEARCH & REQUEST TO JOIN YOUR GROUP FORUM. Requests from confirmed members will be approved within 1-5 days.
   3. ACTIVITY - create and maintain discussions (upload documents) and invite other members to join. Registered ISPRM Members within the group forum automatically receive a notification via email every time there's activity in the group discussion.

b. Airtable: An online platform for coordination of social media posts and newsletter publication dates.

Review our user guides for using the platform: [https://isprm.org/user-guides/](https://isprm.org/user-guides/)

8. Procedures

The committee members will meet virtually once a month and physically during ISPRM Congress annually. Each member is expected to complete the task given by Chair / Co-Chair within the designated time.

Survey will be sent to members annually to check who’s still willing to be active or not. An online survey will be prepared by the chair(s) and sent via the ISPRM Office. The chair(s) should draft the questions and survey deadline then submit a request to isprmmembership@aimgroup.eu

Members who have not been active at all (no replies to emails, not sharing feedback, never attend meetings) in over 3 months should be notified and after 1 year of inactivity they should be removed from the group (or earlier if need to fill position).