

## COMMUNICATIONS COMMITTEE TERMS OF REFERENCE

**POLICY TITLE:** COMMUNICATIONS COMMITTEE TERMS OF REFERENCE

**DATE DRAFTED:** NOVEMBER 2010; RE-DRAFTED JULY 2011 and SEPTEMBER 2012

**REVIEWED:** DECEMBER 2018

**NEXT REVIEW:** DECEMBER 2020

### Purpose

The purpose of the Communications Committee is to enhance the Society's opportunities to communicate with individuals and groups who foster the improvement of health through cancer control.

### Objectives

The major objective of the Communications Committee is to enhance the Society's opportunities to communicate with individuals and groups who foster the improvement of health through cancer control. The Committee will do this by performing the following functions:

- Develop and implement a comprehensive communications strategy to deliver key messages and information about the work of nurses in cancer care
- Develop strategies to enhance ISNCC's communication with members, partner organizations, patient advocacy groups, international nursing groups, and the public
- Develop and share resources and materials to enhance internal and external communications.

### Membership

The Communications Committee will have the following members:

- Chair - Communications Board Director
- Member Development Board Director
- Committee Members – Up to 8 covering all six WHO Regions where possible, of whom one will be appointed as Vice Chair. Committee members will have a demonstrated track record effectively communicating with a range of stakeholder groups using a range of communication strategies and technologies.
- ISNCC President and President Elect/Immediate Past President (ex officio)

### Appointment to the Committee

- Non-Board Committee Members are appointed by the ISNCC Board of Directors following a call for expressions of interest to all Full Members, Associate Members, Individual Members, and Global Citizens.
- The Vice Chair is appointed by the ISNCC Board from the Non-Board Committee Members. The Vice Chair normally serves one year of their three year term in the role of Vice Chair, with the option of renewal for one further year.

To maintain membership of the Committee, members must:

- Actively participate in at least 60% of the scheduled meetings per annum

- Maintain membership of ISNCC for the duration of their term on the Committee, either through their membership of an ISNCC Full Member, or as an Individual Member or Global Citizen

### **Terms of Office**

- ISNCC Board members who are members of the Communications Committee maintain their position for their elected Term of Office
- Other committee members serve a 3 year term with a maximum of 2 terms
- The Immediate Past Committee Chair may remain on the committee to facilitate transition for 1 term or less as agreed and approved by the ISNCC Executive.

### **Meetings**

- Meetings will be held by video/teleconference. Face to face meetings may be scheduled at ISNCC Events.
- The Committee will meet at least 5 times each year as a minimum requirement.
- The Agenda will be prepared by the Chair and circulated at least 5 days before the meeting.
- Minutes will be recorded by the Vice Chair (or designee) and circulated at least 10 days following the meeting.

### **Reporting**

- Bimonthly status reports for discussion at ISNCC Board of Directors
- Annual report for inclusion in the ISNCC Annual Report.

### **Review**

- The terms of reference are reviewed at least once every two years