

<b>Communications Committee Remit</b>	
<b>Committee Composition</b>	
Members:	<p>Executive members:-</p> <ol style="list-style-type: none"> <li>1. Chair</li> <li>2. Chair of Newsletter Editorial Board</li> <li>3. Committee member</li> <li>4. Committee member</li> <li>5. Committee member (digital focus)</li> <li>6. Committee member (ESPE Live focus)</li> </ol> <p>Ex-Officio members:-</p> <ol style="list-style-type: none"> <li>1. Deputy Chair of ESPE Science Committee</li> <li>2. Chair of ESPE Education and Training Committee</li> <li>3. Chair of Clinical Practice Committee</li> </ol>
Co-opted members:	As necessary
Other considerations:	<p>Gender balance, young members, spread of clinical disciplines including DOM, non-clinical scientists, spread of geographical areas esp across Europe.</p> <p>All members should attend, with Ex-Officio members attending at least once per year.</p> <p>Only committee members should attend.</p>
<b>Quorum</b>	4 members
<b>Duration of Service</b>	<p>3 years (with possibility to extend for second term)</p> <p>Ex-officio members: co-terminous with office</p>
<b>Reporting</b>	The Committee reports to the ESPE Council
<b>Meetings</b>	Three meetings per year (Jan, May, Sept), meeting face to face at the Annual Meeting.
<b>Minutes</b>	To all members of Communication Committee
<b>Administrative Support</b>	ESPE Team
<b>Remit</b>	<ul style="list-style-type: none"> <li>• To develop ESPE's Communications Strategy, in line with ESPE's overall strategy</li> <li>• To develop yearly communication plans to communicate ESPE's activities, information and priorities to the ESPE membership and wider community</li> <li>• To have overall responsibility for the approval of ESPE communications</li> <li>• To contribute ideas, insight and content for ESPE communications to ensure that important ESPE information is disseminated appropriately</li> <li>• To oversee and contribute to the evolution and development of the ESPE website</li> <li>• To oversee and contribute to the evolution and development of other ESPE communications as appropriate, in line with the communications strategy</li> <li>• To oversee and contribute to ESPE's social media activity</li> </ul>
<b>Additional notes</b>	<ul style="list-style-type: none"> <li>• Committee members should make every effort to attend all meetings, with Ex-Officio members attending at least one per year. Any Committee member who does not attend a meeting for a year will be asked to step down, other than in exceptional circumstances.</li> <li>• Only Committee members should attend the meetings; no representatives should attend unless expressly agreed by the Chair.</li> <li>• All Committee members need to be paid up members of the Society.</li> </ul>

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| <ul style="list-style-type: none"><li>• All papers and minutes must be treated in strictest confidence.</li><li>• All Committee members must act in the best interest of the Society.</li><li>• Any passwords and logins provided to Committee members to enable their roles should not be shared with anyone.</li><li>• Any potential conflicts of interest should be declared at the start of the meeting or as they arise, and the member concerned should take no part in the discussion.</li><li>• All members can serve a second consecutive term of office.</li><li>• Members may be asked to take ownership of specific projects being managed by the Communications Committee (for example: website, social media, sponsor communications)</li></ul> |
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