

## **ICS Publications and Communications Committee Terms of Reference**

**1. PURPOSE:** To ensure timely and effective communication of ICS information and the latest developments both to the membership and between the ICS and the larger community. Overall the publications Committee develops a long-term ICS publications and public relations plan, edits ICS News, monitors progress of the website, advises on a Press Office, Public Relations, Congress Newsletter and develops Fact Sheets.

**2. FUNCTIONS:**

- Publication of the biannual ICS News, which is available to membership and general public
- Oversight of E-News sent regularly by the ICS Office on behalf of the Trustees to the membership
- Work with freelance and in house graphic designers to enhance corporate identity and ICS visual identity.
- Organise press affairs and the Congress Newsletter for the ICS annual meeting. Work in collaboration with the ICS office and local organising committee to define general policies and consult on Press affairs and Public Relations for the ICS.
- Maintain current and accurate Fact Sheets used to communicate with the Press and the public.
- Monitor Website appearance and content, navigation engine and security model. Website Traffic is monitored on a regular basis to better understand the needs and expectations of the members.
- Promote ICS at large annual meetings such as the AUA or EAU and in Neurourology & Urodynamics.

**3. RESPONSIBLE TO:** ICS Board of Trustees and ICS General Secretary

**4. COMPOSITION:**

<b>Total Members</b>	<b>Method of Appointment</b>	<b>Name</b>	<b>Term of Office</b>
<b>General Secretary</b>	Ex officio		3 years
<b>Chair:</b>	Elected. A member must sign his/her agreement to stand. This nomination is signed by nominator and seconder, all being ICS members. The Chair would normally have served as a committee member, either current or in the past. Nominations received by April 1st as advertised. Voting regulations as stated.	<a href="#">See Membership Page</a>	3 years, renewable once by formal election
Membership	All members of ICS committees must be active ICS members (paid for current membership year) (By-law 2.3.2) and have completed a disclosure form. Committee	<a href="#">See Membership Page</a>	3 years, renewable once by Chair/committee approval. Further

	members must be active participants and attend at least one meeting a year.		terms could be approved in exceptional circumstances and by referral to the ICS Trustees.
Subcommittees (if any)	ICS News Editorial Board	<a href="#">See Membership Page</a>	
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- 5. MEETINGS:** Two face-to-face meetings, one during the Annual Scientific meeting and another mid-term meeting; other deliberations normally by email.
- 6. QUORUM:** One third of committee membership plus one. For example, a committee of ten will have a quorum of four members.
- 7. MINUTES:** Minutes are recorded at each meeting and posted on the ICS and CPC website in accordance to 2009 ICS Bylaw 6.1-6.4).
- 8. REPORTING & ROLES:** The Chair of each committee is required to prepare an annual report to the Board of Trustees outlining achieved goals/budget requests and future objectives and strategies. The Chair is also required to be present at the Annual General Meeting should the membership have any questions over committee activities.

The committee Chair is also responsible for submitting an interim report to the Board of Trustees' mid-term meeting. The date that this report will be required will be given in advance each year.

For Terms of Office Information please see [Membership Page](#)