



Public and Member Relations Committee Terms of Reference

Effective: December 2019

PURPOSE:

To oversee initiatives that involve outreach and relations with member organizations and the public.

COMPOSITION:

The Committee will comprise of a minimum of 3 persons, with the precise number being placed at the discretion of the PMRC Committee Chair. Members of the PMRC will be expected to have an understanding of the vision, mission, core values, and strategic initiatives of the Osteopathic International Alliance. Membership of the PMRC will include:

- A Chairperson, who shall be a member of the Board of Directors
- At least one other member of the OIA Board
- Members appointed by agreement of the Committee Chair and the Board of Directors

TERMS OF OFFICE:

The composition of the PMRC shall be determined after the election of the new Board Chair-elect at the Annual General Meeting. If the PMRC members wish to continue serving on the committee, and the Board approves their appointment, there shall be no limit to the term while serving as a committee member.

APPOINTMENT OF CHAIR:

The Chairperson shall be appointed by the Board of Directors.

COMMUNICATION WITH THE BOARD:

The Committee Chair will communicate with the Board of Directors in order to update, advise and keep them apprised of all relevant areas of work currently under the control of the Committee.

DUTIES:

The PMRC is be responsible for oversight of initiatives that involve outreach and relations with member organizations and external stakeholders, as it relates to the OIA website, International Osteopathic Healthcare Week, and reporting of research including updates to the Global report. This may include formation of subcommittees as deemed necessary by the Committee or the Board of Directors.

MEETINGS:

- Teleconference meeting will be held as required.
- Meetings may be held in person, or via electronic means such as telephone or videoconference.

GOVERNANCE:

- All recommendations and decisions of the PMRC shall be made by consensus.
- Quorum shall be required at meetings where a decision and/or recommendation are being made. A quorum is 51% of the members of the committee.
- Votes are passed based on the majority of those present.
- All decisions and/or recommendations shall be submitted to the Board of Directors for final approval.
- The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.