

## CASEM

### Games Application Committee: Terms of Reference (Updated 2023)

<b>CASEM Communications Committee</b>	
Description	The Committee appointed by the Board for the purposes of reviewing all medical team applications received from CASEM members.
Mandate	To review and rank all medical team applications received from CASEM members including physician nominations from National Sport Organizations, to represent the CASEM at Major Games.
Key Duties	<p>The committee does not select any applicants for the events/games themselves. The responsibility of selecting any members to be part of a major game is directed at the requesting authority and/or CMO of the event.</p> <p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• As a committee reviews a committee, review, score and rank each candidate for various positions at major games.</li> <li>• Provide a report of the ranked list to the requesting authority.</li> <li>• Liaise between the committee and CASEM office, major games and other committees of CASEM as required.</li> <li>• Education for CASEM members on games application and ranking process</li> <li>• Identifying and determining the scoring of important SEM experience for ranking candidates.</li> </ul>
Authority	The Committee will exercise its authority in accordance with the By-laws and such additional provisions as are set out in this Terms of Reference and will do so without interference from the Board.
Composition	<p>Chair - Three year renewable term. Selection by the committee but requires approval from the Board. Must have a CASEM diploma and have attended Major Games.</p> <p>Members - minimum 2 year commitment. No specific limit on numbers of members in order to get membership from various levels of experience and allow liaison with other committees within CASEM.</p> <p>There should be at least three Committee members who commit to a minimum two-year period with the option of a term renewal. The Committee members should include composite expertise and experience in the following areas: National Teams, Major Games Experience, Diversity in Sport Experience. All must hold a Diploma of Sport and Exercise Medicine.</p>
Meetings	Meetings will be by telephone, virtual or in person, as required. Meetings will be at the call of the Chair and the ongoing call for games.
Resources	The Committee will receive the necessary resources from CASEM, as dictated by the Board of Directors, to fulfill its mandate.

Reporting	The Chair shall report before each Board meeting and as needed for special projects and situations. The Chair or a representative from the committee will attend one Board meeting either virtually or in-person.
Approval and Review	The Board will review these Terms of Reference as required.
Other	When a potential conflict of interest arises, the Chair of the committee will manage the conflict on a case-by-case basis. Committee members are not allowed to be involved in the ranking of games they are applying for.