

CASEM

Publications Committee: Terms of Reference (Updated 2023)

CASEM Publications Committee	
Description	The Committee appointed by the Board for the purpose of providing a formal platform for the review and publication of documents withing CASEM.
Mandate	The publications Committee’s purpose is to review and prepare CASEM documents for publication as well as review publications from other sport or medical associations for CASEM endorsement.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> • To provide a formal platform for CASEM documents to be reviewed and prepared for newsletter, media and website publication. • To determine policies and procedures for publication submissions (Position Papers, Discussion Papers) • To encourage and facilitate the development of CASEM publications through submission and links through other organizations • To review and categorize existing CASEM Position Papers according to approved criteria; • To review existing CASEM Position Papers for current updates and releases. • To ensure submissions are dealt with in a timely manner according to the parameters determined by the committee • To provide recommendations to the Board or approval of submissions and for an implementation plan for communication and information dissemination
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: This is a 2 year renewable term and is appointed by the Board of Directors.</p> <ul style="list-style-type: none"> - Any member of CASEM - 1 member with current or past Board experience, where possible <p>The committee may choose to select an expert peer review panel related to a particular paper that is composed of members outside of this committee and they may include members outside of CASEM.</p>
Meetings	Meetings will be by telephone, virtual or in person, as required. Meetings will be at the call of the Chair.
Resources	The Committee will receive the necessary resources from CASEM, as dictated by the Board of Directors, to fulfill its mandate.

Reporting	The Committee will report to the Board of Directors. The Chair or a representative from the committee will attend the fall 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 should manage the conflict on a case-by-case basis.