**Terms of Reference: Communications and Website Committee SIOP**

**Purpose:**

1. To improve communications between members of SIOP and the Board of SIOP, it’s committees and working groups.

2. To improve the visibility of SIOP to interested professionals and public.

3. To improve information about forthcoming SIOP meetings

**Objectives:**

1. Enhance the website profile of SIOP by improving its content, accessibility and ease of use:
2. Enhance the educational/scientific content (including from previous SIOP meetings)
3. Have a venue for discourse between membership
4. Enhance accessibility of all notifications, reports and news from SIOP Board, SIOP active committees or working groups and SIOP Office
5. Utilize the website for an advocacy forum internationally
6. Promote upcoming international SIOP congresses
7. Access to “Breaking News” that is relevant to SIOP membership
8. Improve communications internally for and between the membership and externally to interested healthcare professionals, linked organizations and the public.
9. Publication of bi annual newsletter on the activities of SIOP, its active committees and future congresses
10. Policy for communication with the media that will enhance and advocate for the vision and mission of SIOP
11. Develop a presence on one or more social networking forums

**Structure:**

The committee is a functional committee of the Board and therefore will report to the Board. The committee will consist of a Chairman nominated by the Board and between five and eight other members with appropriate skill set and discipline representation. Term of Office is three years. SIOP Membership can apply to be members of this committee and will be selected by the Chairman and Board. The committee will produce an annual report to the Annual General Meeting of SIOP and for publication on the website. The committee will function through SIOP central office. The latter will organize teleconferences as required and face to face meetings at the Annual General Meeting and at other times if required. SIOP central office will be responsible for implementing the changes to the website, maintenance of the website, newsletter production, and social website contact.