



International Association for Regenerative Therapy
Advancing the Science and Art of Regenerative Therapies

Communications Committee Charter

Last updated August 6, 2020

Preamble

This charter reflects the scope of the duties and responsibilities of the Communications Committee of the International Association for Regenerative Therapy (“IART”)

Purpose

The purpose of the Communications Committee is to develop virtual member meetings, provide news for staff to post on website and social media, and review member communications.

Objectives and Responsibilities

Virtual member meetings:

1. Solicit or otherwise develop a list of topics of interest to IART members. These should be relevant to our professional interests. These may include topics such as prolotherapy and other regenerative therapies, practice management, and professional development.
2. Develop and distribute a meeting schedule, with goal of this occurring about six times per year, with each session lasting about one hour, free and exclusive to IART members.
3. Committee responsibilities include:
 - a. Selecting forum (e.g., online presentation or discussion group) for discussions.
 - b. Schedule meetings
 - c. Collaborate with administrative staff to ensure adequate instructions for logging in to meetings, links to relevant pre-discussion materials, and other logistics on the IART website and social media.
 - d. Confirm host/moderator for each meeting.
 - e. Solicit additional topics from participants and IART members
 - f. Collect and summarize post-discussion evaluations from participants for quality review.
 - g. Coordinate with Administrative staff to record and archive these meetings on the IART website
 - h. Promote participation in future meetings at conclusion of each meeting.

Share news and resources to post on website and social media:

1. Develop a system for soliciting and posting information on our website and social media.
2. These topics may include:
 - a. Regenerative medicine related information.
 - b. IART and HHPF activities

- c. Newsworthy posts from or about IART members.
3. Review requests to post information and links from other organizations to ensure appropriateness on our sites.
4. Draft news items for administrative staff to post on our website and social media (and possibly newsletter)
5. Recommend up to four news stories or resources to include in monthly e-newsletter.

Review member communications:

1. Review information or proposed submissions from members (or others) for appropriateness.
2. Submit approved communications and information to Administrative staff for posting on IART website and social media.

Committee Membership

The Committee shall be comprised of at least one BOD member and at least two other participants. The Chairperson shall be an IART member appointed by the BOD. Other committee members must be approved by the BOD. The committee will also include one non-voting Administrative support staffer. The IART BOD may appoint, approve, or remove any committee member.

Authority

The Committee may not commit to expenses other than what is included in the BOD approved committee budget. The Chair may request additional funds as needed during the year. The committee may not enter into any binding contracts without BOD approval.

Meetings

The committee shall meet as needed to complete its work and report to the BOD as requested. Thereafter the committee should review what appropriate further meeting frequency will be, but likely not less often than monthly. Minutes will be recorded by the administrative staff and reviewed by the committee for approval. Minutes will be archived by the management company.

Approval and Changes

This charter was authored by Adam Balin and Annette Zaharoff. The charter was approved by Adam Balin and Annette Zaharoff on July 11, 2020. Updates to this charter will be submitted to the BOD for approval and recorded in the charter with the date of the update.