



ANZBMS – Communications Committee

Terms of Reference

1. Purpose

Reporting to ANZBMS Council, the purpose of the ANZBMS Communications Committee is to oversee the delivery of information among members of the ANZBMS and between ANZBMS council and members of the society, by the following activities:

- Develop strategies for effective communication with members, potential members, the wider scientific and clinical communities. This can include other key stakeholders including students, clinicians, patients, the wider public and relevant bodies and organisations through a comprehensive framework of communications channels including social media, websites, e-newsletters, and promotional material.
- Disseminate information from ANZBMS Subcommittees to ANZBMS membership via email.
- The communications team monitors and reviews the overall quality, consistency and effectiveness of the society's communications including web-based and social media communications.
- Oversee distribution of a regular ANZBMS newsletter to members.
- Provide oversight for the ANZBMS website to ensure up to date and relevant information
- Provide oversight for the ANZBMS Twitter account.
- Proofread the ANZBMS annual report.
- Communicate the interests of ANZBMS to stakeholders including other musculoskeletal societies and the public.
- Undertake specific activities or initiatives related to communication as requested by the ANZBMS Council.
- Liaise with the Honorary Secretary and Secretariat with regards to content and dissemination of communications as they are required through the email bulletin.

2. Membership

- Five ordinary members, plus one member of each ANZBMS subcommittee, including the early career investigator committee.
 - ANZBMS Honorary Secretary (Council representation).
 - ANZBMS Secretariat.
 - ANZBMS Newsletter Editor in Chief
 - The chair will be appointed by ANZBMS Council.
- Membership is for two years and can be renewed for a maximum of two years. For renewal or new applications an expression of interest (less than 300 words, motivation to join and experience) will be required. Expressions of interest will be reviewed by the Committee and anonymous voting will be completed if necessary.

- The Chair will, where possible, ensure a balance of representation on the committee from basic and clinical areas, and apply the principles of the ANZBMS Equity and Diversity policy.
- *Ad hoc* advisors can be requested to attend certain meetings to address specific knowledge requirements or assist in certain projects.

3. Accountability

- Accountable to the ANZBMS Council.
- Will abide by the ANZBMS Code of Conduct.

4. Meetings

- Zoom will be used for regular meetings throughout the year, held every 2-3 months.
- Administrative support will be provided by Council Secretariat.
- Meeting minutes will be taken by the Secretariat and circulated after each meeting.
- Communication between committee members will take place between meetings via email.

5. Voting

- Recommendations of the Communications Committee will be made by consensus.
- Any non-consensual recommendations shall be resolved by a majority of votes of the members of the committee, with the voting split communicated to the ANZBMS Council.
- In the event of an equality of votes, the Chair of the meeting shall have a second or casting.

6. Review

The relevance, value and terms of reference of the communications committee will be reviewed by ANZBMS Council every two years.

7. Code of conduct for ANZBMS Council and Committees¹

ANZBMS is committed to be productive and inclusive for all members and staff, regardless of age, ethnicity, race, gender identity or expression, sexual orientation, disabilities, religion, marital status, or any other reason unrelated to professional performance. We require all members of Council, all Committee members, and ANZBMS employees to abide by this Code of Conduct.

ANZBMS Council and committees are central to professional training and networking in our discipline. Consequently, they are an extension of the workplace environment. As such, all university, or institutional rules regarding appropriate behaviour apply in these contexts. The ANZBMS will not tolerate harassment of participants, or staff, in any form, nor will ANZBMS tolerate victimisation of complainants for reporting of misconduct.

Please follow these guidelines:

- All communication should be appropriate for a professional organisation including people of many different backgrounds.
- Sexist, racist, or exclusionary comments or jokes are not appropriate; this includes offensive comments or images related to gender, sexual orientation, disability, physical appearance, body size, race, or religion.
- Behaviour that is acceptable to one person may not be acceptable to another. Use discretion to ensure that words and actions communicate respect for others. This is

¹ This code of conduct is based on the "London Code of Conduct" designed for the conference "Accurate Astrophysics. Correct Cosmology", 2015, and on the American Association of Physical Anthropologists and the Society for Vertebrate Paleontology 2019 Codes of Conduct

especially important for those in positions of seniority, as those in more junior positions may be reluctant to express their objections or discomfort regarding unwelcome behaviour.

- Use ANZBMS property and money efficiently, carefully and honestly with due authorisation and without misappropriation
- Treat everyone with respect and courtesy and without discrimination or harassment. Harassment is repeated behaviour that is directed at an individual, or group, and is offensive, humiliating, intimidating or threatening. Harassment can include inappropriate physical contact, sexual attention or innuendo, deliberate intimidation, stalking, and photography or recording of an individual without consent. Sexual Harassment is unlawful under the *Sex Discrimination Act 1984* (Cth).
- Conflicts of interest, whether personal or professional, should be declared at the start of any meeting of the Council or Committees.

Participants in ANZBMS Council and our Committees who are asked to stop any inappropriate behaviour are expected to comply immediately.

Council or Committee members violating this code of conduct may be asked to resign from the Council or Committee(s).

Australian and New Zealand Bone and Mineral Society Equity, Diversity and Inclusion Policy

In adherence to the ANZBMS Equity, Diversity and Inclusion Policy, this sub-committee will proactively reflect on and embed processes that ensure all responsibilities and activities promote and address equity, inclusion and diversity matters relevant to the sub-committee's responsibilities.