

Publications & Publicity Committee

Charter

1. **Membership**

The membership of the committee shall reflect the geographical distribution of the IFMBE constituent societies as far as feasible.

The Members of the Committee shall be:

- a. The Chair is appointed by the President. The chair shall be an ex-officio member of the Federation Journal Committee.
- b. The Chair of the Editorial Web Committee, which is a sub-committee of the PPC, is the Co-Chair of the PPC.
- c. Six members of the PPC shall be proposed by the Chair. They must be approved by the President.
- d. The Chair of the Federation Journal Committee is a member of the PPC.
- e. The Editors of the Federation Journal and the Newsletter are members of the PPC.
- f. The Chair of the PPC may co-opt up to four additional members as deemed necessary to achieve the goals of the Committee, especially for the realization of special projects.
- g. The members of the committee shall be members of the Member Organizations of the Federation.

2. **Term of Appointment**

The members of the Publications and Publicity Committee shall be appointed for a three year period between regular IFMBE General Assemblies.

3. Committee Function, Scope and Responsibilities

- a. The Publications and Publicity Committee (PPC) is responsible for all aspects of publications of the Federation other than the Federation Journal, including publicity.
- b. The Editorial Web Committee is a subcommittee of the PPC.
- c. The PPC continuously monitors all IFMBE publications and works out strategies and action plans to keep the publications, including the IFMBE Web Site and publication media, up to date.
- d. The PPC develops new publications which create interest in IFMBE and, where possible, generate income for IFMBE.
- e. The PPC develops publicity material and is responsible for creating enhanced visibility for IFMBE.
- f. The PPC promotes communication between IFMBE member organizations and their individual members.
- g. The PPC develops strategies for IFMBE to be active in the area of tele-education and coordinates the development of electronic educational media.
- h. The PPC develops strategies for the creation of a global BMEnet and an IFMBE BMELine.
- i. The PPC contributes to the activities of the IUPESM Publications Committee.
- j. The PPC shall recommend to the IFMBE AC an editorial representative of the IFMBE to the IOPP Medical Physics book series, who shall be appointed by the AC and shall become a joint series editor of the series. The editor shall serve in this role for such a period as the AC decides.

4. Responsibilities of the Chair

- a. Calling and chairing the PPC meetings.
- b. Preparing Reports to the AC.

- c. The Chair is responsible for initiating and maintaining the PPC activities.
- d. The Chair reports to the Administrative Council and the Officers Meetings of IFMBE.
- e. The Chair represents the PPC at the Federation Journal Committee.

5. Responsibilities of Co-Chair

- a. Chair of the Editorial Web Committee.
- b. The Co-Chair is responsible for all aspects of electronic media.

6. Procedures

At the beginning of its three year term, the committee develops an operational plan to achieve its most pressing and promising goals. The committee shall hold one annual meeting. Between such meetings the committee holds virtual meetings to take care of its responsibilities. Once a year, the operational plan is updated.