

## INTERNATIONAL OUTREACH COMMITTEE

**Purpose:** This Committee's objective is to explore and identify professional development needs and resources that support advances in the field of peripheral neuropathy worldwide. In addition, this Committee serves as the selection committee for the PNS Annual Meeting travel grant recipients.

### Responsibilities:

- Identify outreach educational activities in consultation with the Education Committee;
- Consult with Executive Office on the Annual Meeting visa processes and visa invitation letters;
- Ensure global participation is maximized through creating awareness of the Annual Meeting to all relevant stakeholders in coordination with the Executive Office;
- Identify international experts that may present or participate in discussion panels of the PNS conference in coordination with the Scientific Program Committee and suggest topics that resonate with a global audience;
- Select the Annual Meeting travel grant recipients each year and explore new support opportunities (as needed);
- Report to Board Annually on Committee initiatives and projects;
- Other projects as assigned by the Board.

### Term of Service:

**Chairs:** The Committee Chair serves a four-year term (the first two years as Vice Chair and the second two years as Chair). The Committee Vice Chair serves a four-year term (the first two years as Vice Chair and the second two years as Chair). The Chair and Vice Chair positions are not renewable. Chairs are eligible to become committee members at large, after their terms conclude.

**Members:** Member appointments are for two-years, renewable for a maximum of three two-year terms.

### Frequency of Meetings:

This Committee typically meets at a minimum bi-annually (up to 2 meetings per year) and may meet in-person in conjunction with the PNS Annual Meeting. The frequency of Committee meetings is at the Committee Chair and Executive Office's discretion.

### Expectations:

Committee members must attend 50% of conference calls unless there is an extreme hindrance due to time-zone differences. Absence from a meeting does not release the Committee member from responsibility of input on topics. If members are unable to make meetings, members are expected to review materials and contribute via email in advance.

### Selection Process:

The Committee Chair and Vice Chair are appointed by the President. New members are solicited from

PNS membership, for approval by the Committee Chair & President. All Committee members are required to be members of the society in good-standing. Interested individuals complete an application form.

**Composition:**

The Committee typically consists of a minimum of (6) members plus, including the Chair and Vice Chair. Additional members may be invited to serve in a Committee related specific task force or subcommittee as deemed necessary by the Committee. The final composition of the committee is at the Chair and PNS President's discretion.

**Board Reports:**

All standing committees are required to report to the PNS Board of Directors at a minimum of once annually.