

Terms of Reference

CSAM-SMCA Journal (of Addiction Medicine) Committee

Preamble:

The Journal Committee was struck in 2009 on behalf of the CSAM Board and membership to develop and maintain the Canadian Journal of Addiction Medicine and the Society bulletin.

Membership:

There shall be up to seven (7) members, one or more to be current Board members. All are to be appointed and approved by the Board.

Chair- as appointed by the Board.

Quorum- 50 %.

Term- two years, renewable once; or as determined by the Board.

Meetings:

The committee will meet at least quarterly (3 teleconference meetings and 1 “in person” to coincide with the annual CSAM Scientific Meeting); or in addition at the call of the chair, or as directed by the Board. Members are asked to commit to participate in a minimum of 50% of the teleconferences and to attend the “in person” meeting. Meetings to be in person, electronic, telephone, or teleconference.

Decision Making Process:

Consensus, or by majority vote (50% + 1)

Reporting Process:

The Journal Committee will report to the Board at its regular meetings, or to the Executive Committee as necessary, and to the CSAM Annual General Meeting of members.