



International Congress for School Effectiveness and Improvement

Terms of Reference:

Communications and Knowledge Sharing Committee

Name	Communications and Knowledge Sharing Committee (C&KS)
Role and Purpose	<p>The primary role and purpose of the C&KS is to:</p> <p>Develop and implement a Communications and Knowledge Sharing Strategy to increase the profile of ICSEI, including attention to: ICSEI social media, website oversight, ICSEI newsletter, academic/research and other publications, and other Communications & Knowledge Sharing actions as considered appropriate.</p>
Objectives	<p>The objectives of C&KM include:</p> <ol style="list-style-type: none"> 1. Design and deliver a C&KM strategy and plan to raise awareness of ICSEI and to contribute to increased ICSEI membership and Congress attendance; 2. Establish an Editorial Review Panel; 3. Ensure continued quality communications from ICSEI to members between Congresses; 4. Raise profile of ICSEI in wider public communications and in targeted communications for researchers, policy-makers and/or practitioners; 5. Support quality content of the newly launched ICSEI website; 6. Increase engagement by and with ICSEI social media platforms, including Facebook, LinkedIn and Twitter; 7. Produce ICSEI Newsletter (minimum 2 per year); 8. Oversee high quality ICSEI research-related publications, for example ICSEI Monograph Series, Keynote Series, and Book Corner Series; 9. Ensure the consistency and alignment of ICSEI communications.
Authority and Delegation	<p>The Committee may not make policy decisions or incur expenditure outside Budget, without approval by the Board (or the Executive Committee if the matter is urgent) unless these matters have been previously specifically delegated to the Committee.</p> <p>Any Board delegations to the Committee are subject to their being exercised in accordance with:</p> <ul style="list-style-type: none"> · The Constitution · ICSEI policies, including the Code of Conduct and the Ethical Statement · The Budget approved by the Board · Any requirements on reporting and making recommendations to the Board
Reporting lines	C&KS is appointed by and reports to the Board of ICSEI
Membership	<p>Minimum 2 Board members</p> <p>In attendance: Executive Director</p>
Secretariat	Executive Director

Terms of Office	12 months from ICSEI Congress or from date of appointment until following ICSEI Congress. Board membership is reviewed at the Board meeting at the ICSEI Congress.
Quorum	2 Members
Meetings per year	Minimum 3 meetings
Current membership (updated 26 May 2020)	Chair: Carol Campbell Member: Paul Campbell Trista Hollweck Joelle Rodway Pasi Sahlberg Kristin Vanlommel

These Terms of Reference were approved by the Board of ICSEI on 26 May 2020.