



# American Osteopathic College of Occupational and Preventive Medicine

## Communications Committee (COM-02)

---

*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

---

1. Purpose. To develop communications tools designed to provide information of importance to the membership and others concerning the College, osteopathic medicine, and the practice of medicine in the various disciplines represented by the AOCOPM.
2. Objective.
  - 2.1. Provide timely, relevant information through a newsletter and electronic communication.
  - 2.2. Ensure integrity of postings and submissions via a peer review process.
3. Procedure
  - 3.1. Produce a newsletter at prescribed times each year (usually February and August)
  - 3.2. Develop, update, and maintain various electronic communications such as a web site.
  - 3.3. The peer review process shall consist of at least two qualified reviewers, prior to posting on blogs, social media, web-sites, or newsletters.
  - 3.4. The Committee shall submit at prescribed times to the Chair (Editor) information of importance and relevance to their Divisions for use in the Newsletter, the web site, blogs, and other communication vehicles which may be developed.
  - 3.5. The Committee shall also seek submission from Officers, the Executive Director, new Member Profiles, leaders of Residency Training Programs, and Committee Chairs, as well as the Program Chairs.
4. Composition
  - 4.1. The Chair shall be the Secretary of the College and shall serve as Editor.
  - 4.2. The Committee shall consist of Secretaries of each Division and others who may be appointed by the President.

*Revised: 7/10*