



IAAC
INTER-AMERICAN ACCREDITATION COOPERATION

**PROMOTIONS SUBCOMMITTEE
TERMS OF REFERENCE**

CLASSIFICATION

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AVAILABILITY

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PROMOTIONS SUBCOMMITTEE TERMS OF REFERENCE

1 OBJECTIVE

- 1.1 The objective of the IAAC Promotion Subcommittee is to provide support to the development of IAAC's activities in all issues related to promotion and communication.

2 FUNCTIONS

- 2.1 The functions of the Promotion Subcommittee (PSC) are:
- a) To develop the Terms of Reference and the Work Plan of the PSC, taking into consideration IAAC's guidelines and programs and the IAAC Strategic Plan;
 - b) To coordinate with other IAAC committees and subcommittees the required activities to achieve IAAC objectives;
 - c) To present an bi-annual written report to the Management Committee (MC) regarding the work in progress and communicate any concern or need deemed relevant. The report shall be submitted one month before the MC meeting;
 - d) To create and dissolve working groups as needed for undertaking specific tasks in a predetermined time frame, and to monitor their progress;
 - e) To promote IAAC and its activities, in conjunction with other subcommittees and committees, and to promote the MLA to its stakeholders;
 - f) To promote activities of IAAC members related to accreditation and similar related activities of other conformity assessment organizations in the Americas;
 - g) To promote IAAC activities related to accreditation with other regional and international organizations;
 - h) To initiate and support activities to promote the value and importance of third party accreditation;
 - i) To perform the activities of the IAAC MLA promotion program;



- j) To perform the activities of the IAAC program for the promotion of the use of IAAC logo;
- k) To support the IAAC Secretariat in maintaining and developing the IAAC website, particularly in content management, monitoring the use of the site and other needed tasks. The PSC will check the whole site twice per year to be sure all links are working properly. The contents of the website should be provided by members, committees and other interested parties in IAAC;
- l) Propose the IAAC representative for the IAF/ILAC meetings; and
- m) To keep the IAAC Secretariat informed about PSC activities, including resolutions and attendance registers of meetings or other activities.

3 COMPOSITION

- 3.1 The PSC is composed of representatives of full, associate, and stakeholder members of IAAC. Other persons may attend the meetings, with the consent of the PSC Chair.
- 3.2 As indicated in IAAC's Bylaws, the PSC Chair and Vice-Chair are elected by the General Assembly.

4 RESPONSIBILITIES

- 4.1 The PSC Chair's responsibilities are:
 - a) To carry out these Terms of Reference;
 - b) To chair PSC meetings;
 - c) To report to the General Assembly, EC and MC about the work that is being carried out;
 - d) To ensure that PSC decisions are made by consensus; when a consensus cannot be reached, decisions shall be made by two-thirds majority of those voting (abstentions will not be considered);
 - e) To submit to the General Assembly all resolutions adopted by the PSC;
 - f) To ensure that the Vice Chair is kept informed on all ongoing activities and projects; and
 - g) To send to Subcommittee members, through IAAC Secretariat, the work documents at least two weeks before the meetings.



- 4.2 The PSC Vice-Chair's responsibilities are:
- a) To assist the PSC Chair in the fulfillment of his/her duties;
 - b) To replace the PSC Chair in his/her absence or impediment; and
 - c) To keep contact with the Chair to maintain awareness of activities and projects.
- 4.3 PSC members' responsibilities are:
- a) To attend PSC meetings and actively participate in working groups when they are formed to undertake PSC tasks;
 - b) To formulate initiatives to assist the accomplishment of PSC objectives;
 - c) To opportunistically perform tasks and responsibilities that they receive individually or as part of ad hoc groups;
 - d) To report to the PSC on activities undertaken;
 - e) To implement the PSC Work Plan; and
 - f) To contribute to the implementation of agreements and to abide by the instructions of the General Assembly.

5 MEETINGS

- 5.1 The PSC shall meet when considered necessary by the Chair, by the IAAC General Assembly, by the MC, or by at least one third of its members.
- 5.2 The PSC shall meet at least once a year.
- 5.3 Draft agenda shall be distributed at least four weeks before the meeting.
- 5.4 Meeting documents shall be distributed at least two weeks prior to the meeting.
- 5.5 Resolutions shall be distributed within one month after the meeting.