

# Terms of Reference



THE CONSORTIUM OF  
MULTIPLE SCLEROSIS CENTERS

August 2013



# Consortium of MS Centers

## *Terms of Reference*

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### **Standing Committees**

*Standing Committees* embody the culture and activities of the CMSC.

1. The CMSC has 13 *standing committees* each with a mandate to support, develop and engage in activities that assist professionals working with persons with MS to provide current and effective diagnosis, assessment and treatments. These *committees* are: Advocacy, Bylaws, Clinical Care, Consensus Conference, Continuing Professional Education, Finance, Grievances, Membership, MS Certified Specialist Examination, MS Exchange Newsletter, Nominations and Elections, Research and Website.
2. Each *committee* has a Chair who is a voting member of the Board of Governors of the CMSC.
3. *Committees* meet as needed to fulfill their responsibility to the CMSC as outlined in the Terms of Reference.



# Consortium of MS Centers

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### Abstract Review Committee

#### **Purpose:**

The purpose of the Abstract Review Committee is to solicit, review, score and select works that will be presented as platform presentations, poster presentations, and works-in-progress at the CMSC Annual meeting. The Committee members must adhere to rules of the ACCME and must provide the CMSC with full disclosure.

#### **Time Frame**

1. Term
2. This is a committee of the CMSC and as such the term is ongoing.

#### **Frequency of Meetings**

- A. There are no established meetings of this Committee. Meetings are called throughout the year to facilitate the submission, review, and selection process.
- B. Meetings are held during the annual meeting as called by the Chair(s).

#### **Reporting**

The Abstract Review Committee, via the Chair(s) reports to the Board of Governors.

#### **A. Membership**

1. Membership in this Committee is voluntary
2. Members must represent the spectrum of multi-disciplinary membership in the CMSC
3. Members must be able to devote time to online abstract review and scoring.

#### **B. Responsibilities**

##### **Responsibilities of the Abstract Review Committee are as follows:**

1. Selection of abstracts for the platform presentations and poster sessions.
2. Provide moderators for the platform presentations at the annual meeting.
3. Oversee the poster reception at the annual meeting.
4. Responsible for the Labe Scheinberg Award and other awards that may be made at the time of the meeting.



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**Responsibilities of the Chairs of the Abstract Review Committee are as follows:**

1. Coordinate mailing of “call for abstracts” with the CMSC administrative office.
2. Select members of the Abstract Review Group to review abstracts for the annual meeting. This group should include 10-12 CMSC members in varying fields of MS care. The Chair may select an Abstract Review Group member to chair this group.
3. Review the abstract review criteria with the Abstract Review Group and revise if necessary. (See Standard Rules of Operating Procedures)
4. Schedule presentations for the platform sessions.
5. Supervise the poster session.
6. Provide moderators for the platform presentations at the annual meeting.
7. Select a Judges Panel Chair who selects a Judges Panel to:
  - a) judge the posters at the poster session for the awards, and
  - b) at the meeting, present the awards.
8. Attend the midyear and annual CMSC Board meetings.
9. Present the Abstract Review Committee report at the mid-year and annual CMSC Board meetings.



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## *Terms of Reference*

### Advocacy Committee

#### **Purpose**

The purpose of the Advocacy Committee is to implement programs for the Consortium of Multiple Sclerosis Centers that advocate for patient entitlements and full access to care and services.

#### **Time Frame**

##### **1. Term**

This is a committee of the CMSC and as such, its term is ongoing.

##### **2. Frequency of Meetings**

- A. Meetings are held throughout the year as required by the advocacy needs of the members of the CMSC.
- B. Meetings may be in person, online, or via teleconference or in multimedia format.

#### **Reporting**

The Advocacy Committee via the Chair reports to the Board of Governors.

#### **Membership Composition**

##### **1. Chair**

- A. The Chair of the Advocacy Committee must hold membership in the CMSC.
- B. The Chair serves on the Board of Governors of the CMSC.
- C. The Chair is appointed by the President in consultation with the Executive Committee for a two-year term.
- D. The Chair may be reappointed for subsequent term(s).

##### **2. Vice-Chair**

- A. A member of the CMSC.
- B. Appointed by the Chair in consultation with the Executive Committee.
- C. Appointment is for a two-year period with the possibility of reappointment at the discretion of the Board of Governors.

##### **3. Members**

- A. The CEO shall be a member of this committee.
- B. If it is deemed necessary to appoint other members to this committee, they must hold membership in the CMSC.
- C. In consultation with the President, the Chair shall appoint members for a two-year term.



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## *Terms of Reference*

- D. Members may be reappointed for subsequent terms.
- E. The Chair or designate shall arrange the involvement of other relevant persons to participate in individual meetings (as required) to obtain necessary input for decision making and advocacy activities.
- F. Chair of the standing committee shall be consulted as required.

### **Responsibilities**

#### **A. Members**

##### **Responsibilities of the Advocacy Committee are as follows:**

1. Identify issues of concern related to advocacy by communicating with the administrative office, CMSC members, monitoring national and international healthcare issues, and communicate with appropriate potential participants in advocacy activities.
2. Coordinate advocacy activities with appropriate members (meetings, legislative outreach, publishing, etc.)
3. Reach out to MS Coalition members and others to collaborate in advocacy efforts.

#### **B. Chair**

##### **Responsibilities of the Chair of the Advocacy Committee are as follows:**

1. Guide and direct the work of the Advocacy Committee.
2. Identify the need for other relevant persons to consult with his/her committee and form work groups as indicated.
3. Report to the Board of Governors.
4. Submit an annual budget for the following year's activities.

#### **C. Vice-Chair**

##### **Responsibilities of the Vice-Chair of the Advocacy Committee are as follows:**

1. Assist the Chair in fulfilling his/her responsibilities.
2. Act in the Chair's stead if the Chair is unable to fulfill his/her duties.



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## *Terms of Reference*

### Bylaws Committee

#### **Purpose**

The purpose of the Bylaws Committee is to monitor the clarity, interpretation, and use of the Bylaws and other governance documents related to bylaws of the CMSC as well as advise on and prepare changes to these Bylaws as required.

#### **Time Frame**

##### **1. Term**

This is a standing committee of the CMSC and as such the term is ongoing.

##### **2. Frequency of meetings**

- A. There are no established meetings of this committee.
- B. Meetings of the Bylaws committee are held as needed at the call of the Chair.
- C. A work group may be set up on the CMSC website to facilitate communication of committee members between meetings.

#### **Reporting**

The Bylaws committee, via the Chair, reports to the Board of Governors.

#### **Membership Composition**

##### **1. Chair**

- A. The Chair of the Bylaws committee must hold membership in the CMSC.
- B. It is preferable that the appointee has experience working with Bylaws in this or another organization.
- C. The Chair is appointed by the President in consultation with the Executive Committee for a two-year term.
- D. The Chair may be reappointed for subsequent term(s).

##### **2. Vice-Chair**

- A. A member of the CMSC.
- B. Appointed by the Chair in consultation with the Executive Committee.
- C. Appointment is for a two-year period with the possibility of reappointment at the discretion of the Board of Governors.

##### **3. Members**

- A. When it is deemed necessary to appoint members to this committee, they must hold membership in the CMSC.





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## *Terms of Reference*

- B. In consultation with the President, the Chair shall appoint members for a two-year term.
- C. Members may be reappointed for subsequent term(s).

### **Responsibilities**

#### **A. The Members**

##### **Responsibilities of the members of the Bylaws Committee are as follows:**

1. Monitor the clarity, interpretation, and use of the Bylaws of the CMSC.
2. Advise on revisions to the Bylaws of the CMSC.
3. In consultation with the Board of Governors, CEO and legal counsel, draft revisions to the Bylaws of the CMSC as required.
4. In consultation with the Board of Governors, CEO, and Committees, monitors the clarity and consistency of the Bylaws of the CMSC and other governance documents related to the bylaws including the Standard Rules of Operating Procedures, and the Terms of Reference for Committees, Sub-committees, Ad hoc Committees, Special Projects and Special Interest Groups.

#### **B. Chair**

##### **Responsibilities of the Chair of the Bylaws committee are as follows:**

1. Guide and direct the work of the committee.
2. Identify the need for other relevant persons to consult to the Bylaws committee in consultation with the President and the CEO.
3. Submit an annual budget for the following year's activities.
4. Report to the Board of Governors.

#### **C. Vice-Chair**

##### **Responsibilities of the Vice-Chair of the Bylaws Committee are as follows:**

1. Assist the Chair in fulfilling his/her responsibilities.
2. Act in the Chair's stead if the Chair is unable to fulfill his/her duties.



# Consortium of MS Centers

## *Terms of Reference*

### Clinical Care Committee

#### **Purpose**

The purpose of the Clinical Care Committee is to improve multiple sclerosis care through the dissemination of information about effective care and outcomes among CMSC members.

#### **Time Frame**

##### **1. Term**

Standing Committee with two year staggered terms with potential two-year reappointment.

##### **2. Frequency of meetings**

- A. There are no established meetings of this committee except at the annual meeting of the CMSC.
- B. Meetings of the Clinical Care Committee are held with each annual meeting of the CMSC and as needed at the call of the Chair.
- C. A work group may be set up on the CMSC website to facilitate communication with committee members between meetings.

#### **Reporting**

The committee is accountable to the Board of Governors and provides written and/or verbal reports to Board of Governors annually.

#### **Membership Composition**

##### **1. Chair**

- A. The Chair of the Clinical Care Committee must hold membership in the CMSC.
- B. The Chair serves on the Board of Governors of CMSC.
- C. The Chair is appointed by the President in consultation with the Executive Committee for a two-year term.
- D. The Chair may be reappointed for subsequent term(s).

##### **2. Vice-Chair**

- A. Member of the CMSC.
- B. Appointed by the Chair in consultation with the Executive Committee.
- C. Appointment is for a two-year period with the possibility of reappointment at the discretion of the Board of Governors.



# Consortium of MS Centers

## *Terms of Reference*

### 3. Members

- A. Members of this committee must hold membership in the CMSC.
- B. Should represent the healthcare providers who are members of the CMSC.
- C. In consultation with the President, the Chair appoints members for a two-year term.
- D. Members may be reappointed for subsequent term(s).

### Responsibilities

#### A. Members

##### **Responsibilities of the Clinical Care Committee are as follows:**

- 1. Review and approve activities proposed by CMSC.
- 2. Develop a forum for discussing clinical care issues that are presented at the annual meetings of the CMSC.
- 3. Support the activities of other standing committees.
- 4. Be available for consultation and mentoring of CMSC members.
- 5. Assist the Board of Governors in documenting systems and models of care in multiple sclerosis as identified by the membership.
- 6. Reach out to newly forming MS programs to assist in their development.

#### B. Chair

##### **Responsibilities of the Chair of the Clinical Care Committee are as follows:**

- 1. Recommend appointment of members to the President.
- 2. Call and facilitate meetings and ensure follow through on decisions.
- 3. Include other relevant persons to participate in individual meetings (as required) to obtain necessary input for decision-making.
- 4. Serve as voting member on the Board of Governors.
- 5. Submit an annual budget for the following year's activities.

#### C. Vice-Chair

##### **Responsibilities of the Vice-Chair of the Clinical Care Committee are as follows:**

- 1. Assist the Chair in fulfilling his/her responsibilities.
- 2. Act in the Chair's stead if the Chair is unable to fulfill his/her duties.



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## *Terms of Reference*

### Consensus Conferences Committee

#### **Purpose**

Consensus conferences focus on a topic or topics that affect treatment and outcomes in multiple sclerosis. A model of what do we know, what do we believe, and what we do not know will provide evidence, expert opinion, and a research agenda for the CMSC and others.

#### **Time Frame**

##### **1. Term**

This is an ongoing standing committee of the CMSC.

##### **2. Frequency of meetings**

When a proposed topic is submitted, a meeting is scheduled with follow up meetings as required.

#### **Reporting**

The Consensus Conference Committee via the Chair reports to the Board of Governors.

#### **Membership Composition**

##### **1. Chair**

- A. The Chair of the Consensus Conferences Committee must hold membership in the CMSC.
- B. Have clinical/research expertise.
- C. The Chair is appointed by the President in consultation with the Executive Committee for a two-year term.
- D. The Chair may be reappointed for subsequent term(s).

##### **2. Vice-Chair**

- A. Member of the CMSC with clinical/research expertise.
- B. Appointed by the Chair in consultation with the Executive Committee.
- C. Appointment is two year period with the possibility of reappointment by the President.

##### **3. Members**



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## *Terms of Reference*

- A. Members of this committee must hold membership in the CMSC.
- B. Minimum number of the committee is six. Representing the members of neurology, nursing, rehabilitation, counseling, research, and advocacy.
- C. Members selected at the discretion of the Chair.
- D. Length of appointment is two years.

### **Responsibilities**

#### **A. Committee**

##### **Responsibilities of the Consensus Conference members are as follows:**

1. Review suggestions for consensus conferences in terms of relevance to MS care and research.
2. Approve or disapprove proposal.
3. Request budget, outline, and potential sources of funding from submitter.
4. Submit for final approval of proposal to Board of Governors.
5. Appoint Chair or Co-Chair of consensus program and oversee activities throughout planning, implementation and evaluation.
6. Receive final report of outcome of consensus meeting. As appropriate the outcome of the consensus conference will be submitted to the IJMCS.
7. Work with the Foundation of the CMSC, as necessary, to obtain required funding for consensus conferences.

#### **B. Chair**

##### **Responsibilities of the Chair of the Consensus Conference Committee are as follows:**

1. The Chair shall appoint the members.
2. The Chair or designate will call and facilitate meetings and ensure follow through on the decisions.
3. The Chair or designate shall arrange the involvement of other relevant persons to participate in individual meetings (as required) to obtain necessary input for decision-making.
4. Submit an annual budget for the following year's activities.

#### **C. Vice-Chair**

##### **Responsibilities of the Vice-Chair of the Consensus Conference Committee are as follows:**

1. Assist the Chair in fulfilling his/her responsibilities.
2. Act in the Chair's stead if the Chair is unable to fulfill his/her duties.



# Consortium of MS Centers

## *Terms of Reference*

### Continuing Professional Education (CPE) Committee

#### **Purpose**

The purpose of the CPE Committee is to plan and implement all educational activities of the CMSC. As an ACCME approved provider of continuing medical education for physicians, this Committee ensures adherence to the rules and regulations of ACCME.

#### **Time Frame**

##### **1. Term**

This is a committee of the CMSC and as such the term is ongoing.

##### **2. Frequency of meetings**

- A. There are no established meetings of this committee and its Sub-committees except at the annual meeting of the CMSC.
- B. Meetings of the CPE committee are held with each annual meeting of the CMSC and as needed at the call of the Chair.
- C. From time to time, work groups may be convened.

#### **Reporting**

The CPE Committee, via the Chair, reports to the Board of Governors.

#### **Membership Composition**

##### **1. Chair**

- A. The Chair of the CPE Committee must hold membership in the CMSC.
- B. The Chair serves on the Board of Governors.
- C. Must have previous involvement on the CPE Committee and be a healthcare provider.
- D. Appointed by the President, in consultation with the Executive Committee, for a two-year term.
- E. The Chair may be re-appointed for one subsequent term.

##### **2. Vice-Chair**

- A. Member of the CMSC.
- B. Appointed by the Chair in consultation with the Executive Committee.
- C. Appointment is for a two-year period with the possibility of reappointment at the discretion of the Board of Governors.

##### **3. Members**



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## *Terms of Reference*

- A. The Chief Executive Officer (CEO) shall be a member of this committee.
- B. If it is deemed necessary to appoint other members to this committee, they must hold membership in the CMSC.
- C. In consultation with the Chair, the President shall appoint members for a two-year term. Members may be reappointed for subsequent terms.
- D. The Chair or designate shall arrange the involvement of other relevant persons to participate in individual meetings (as required) to obtain necessary input for decision making and program development.

### **Responsibilities**

- 1. Develop a curriculum for all CMSC programs and identify the appropriate faculty. The CEO, under the direction of the committee chair, will contact speakers, arrange meeting venues and coordinate the details of the meeting.
- 2. Interact with collaborators and professional meeting planners to implement CMSC educational programs.
- 3. Coordinate funding with other CMSC committees to assure the financial viability of CMSC educational programs.
- 4. Arrange for CME, CNE, and other continuing education credits for CMSC activities.



# Consortium of MS Centers

## *Terms of Reference*

### Finance Committee

#### **Purpose**

The purpose of the Finance Committee is to plan, implement and oversee financial and strategic development activities for the CMSC.

- A. Support the programs and other functions of the CMSC.
- B. Work with the Foundation of the Consortium of Multiple Sclerosis Centers to develop financial support for the activities and strategic development of the CMSC.

#### **Time Frame**

##### **1. Term**

This is a Standing Committee of the CMSC and as such the term is ongoing.

##### **2. Frequency of Meetings**

Meetings are held at least annually and more frequently as determined by the Chair.

#### **Reporting**

The Finance Committee, via the Chair, reports to the Board of Governors.

#### **Membership Composition**

##### **1. Chair**

- A. The Chair of the Finance Committee is the Treasurer of the CMSC.

##### **2. Vice-Chair**

- A. Member of the CMSC.
- B. Appointed by the Chair in consultation with the Executive Committee.
- C. Appointment is for a two-year period with the possibility of reappointment at the discretion of the Board of Governors.

##### **3. Members**

The minimum number of members is 4, who shall be the Treasurer of the CMSC [who shall serve as chair of the Finance Committee], President-Elect, a member of the Board of Governors, CEO, CFO, and Financial Advisor.

- A. All members, except the CFO and Financial Advisor, must hold membership in the CMSC.
- B. Members shall represent the various health disciplines that provide care in the field of multiple sclerosis, and individuals with corporate contacts.
- C. Past Presidents shall be ad hoc members of the committee.
- D. The Forum for Collaboration may be invited to appoint a liaison to this committee.





# Consortium of MS Centers

## *Terms of Reference*

- E. Initial appointment is two years. Members may be reappointed for subsequent two-year terms.

### **Responsibilities**

#### **A. The Members**

##### **Responsibilities of the Finance Committee are as follows:**

1. Develop and implement a plan for financial development for the CMSC.
2. Provide financial oversight for the CMSC in conjunction with the Treasurer, CFO, Financial Advisor, and the CEO.
3. Review annually the performance of the publishers of the International Journal of MS Care and recommend any contract changes to the Board of Governors.
4. Assist the Treasurer in the development of the CMSC annual budget.
5. Recommend development activities to the Finance Committee, Treasurer and the CEO of CMSC and FCMSC.

#### **B. Chair [Treasurer]**

##### **Responsibilities of the Chair of the Finance Committee are as follows:**

1. Guide and direct the work of the committee.
2. Identify the need for other relevant persons to consult with the Finance Committee in consultation with the President, the CEO, and the Treasurer.
3. Submit an annual budget for the following year's activities.
4. Report to the Board of Governors.

#### **C. Vice-Chair**

##### **Responsibilities of the Vice-Chair of the Finance Committee are as follows:**

1. Assist the Chair in fulfilling his/her responsibilities.
2. Act in the Chair's stead if the Chair is unable to fulfill his/her duties.



# Consortium of MS Centers

## *Terms of Reference*

### Grievance Committee

#### **Purpose**

To facilitate the oversight, review, and decision-making regarding grievances expressed by CMSC membership.

#### **Time Frame**

##### **1. Term**

This is a standing committee.

##### **2. Frequency of Meetings**

Meetings of the Grievance Committee may be held as deemed necessary based on the submission of grievances to the CMSC Administrative Office.

#### **Reporting**

- A. The Grievance Committee is accountable to the Board of Governors of the CMSC
- B. A formal report of committee activities will be prepared by the chair and sent to the Chair of the Board of Governors of CMSC annually and prior to any Board meetings.

#### **Membership Composition**

##### **A. Chair**

- A. President of the CMSC
- B. Past-President or president-elect may act in his/her stead.

##### **B. Vice-Chair**

- A. Member of the CMSC.
- B. Appointed by the Chair in consultation with the Executive Committee.  
Appointment is for a two-year period with the possibility of reappointment at the discretion of the Board of Governors.

##### **C. Members**

Membership of the Grievance Committee shall be members of the Executive Committee.

#### **Roles and Responsibilities**

##### **A. Chair**

- 1. Receive and review all grievance submitted by CMSC membership.
- 2. Distribute information to members of the committee
- 3. Convene a meeting to review and discuss grievances.



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4. Provide feedback after a decision has been made about the submission.

### **B. Vice-Chair**

1. Assist the Chair in fulfilling his/her responsibilities.
2. Act in the Chair's stead if the Chair is unable to fulfill his/her duties.

### **C. Committee**

1. Review submitted material.
2. Attend scheduled meetings to provide input and assist with decision making
3. Assist Chair and administrative office with appropriate assignments.



# Consortium of MS Centers

## *Terms of Reference*

### Membership Committee

#### **Purpose**

The purpose of the Membership Committee of the CMSC is to process and approve/disapprove membership applications.

#### **Time Frame**

##### **1. Term**

This is a standing committee of the CMSC and as such the term is ongoing.

##### **2. Frequency of meetings**

There are no regularly scheduled meetings. Meetings are called at the discretion of the Chair based on the flow of applications.

#### **Reporting**

The Chair of the Membership Committee works with the CEO of the CMSC to process and present applications for Membership to the Executive Committee. The Executive Committee votes on each completed application for approval at the next scheduled Executive Committee meeting. A majority vote by the Executive Committee is required to approve a member application. The Chair of the Membership Committee reports to the President of the CMSC and to the Board of Governors.

The Board of Governors is provided with a membership report on a semi-annual basis, which includes changes (additions, deletions) in membership.

#### **Membership Composition**

##### **1. Chair**

- A. Chairing the Membership Committee is a standing duty of the CMSC Executive Committee; the chair should be a member of the Board of Governors.
- B. The length of the appointment for Membership Committee Chair coincides with the 2-year appointment of the Secretary.

##### **2. Vice-Chair**

- A. Member of the CMSC.



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- B. Appointed by the Chair in consultation with the Executive Committee.
- C. Appointment is for a two-year period with the possibility of reappointment at the discretion of the Board of Governors.

### **3. Members**

- A. The Executive Committee and one member-at-large shall comprise the Membership Committee.
- B. Two members of the CMSC in good standing of the CMSC may serve on the committee.

### **Responsibilities**

#### **A. The Members**

##### **Responsibilities of the Membership Committee are as follows:**

1. Process new membership applications to join the CMSC for a vote.
2. Informs applicants of the results of the Executive Committee vote.
3. Provides necessary information to update the CMSC Membership Directory on an annual basis.
4. The Committee may make periodic recommendations for revising application criteria for CMSC Membership.
5. Any recommendations for revisions are submitted by the Chair to the Executive Committee and Board of Governors for approval.

#### **B. Chair**

##### **Responsibilities of the Chair of the Membership Committee are as follows:**

1. The Chair or designate will call and facilitate meetings and ensure follow through on decisions.
2. The Chair or designate shall arrange the involvement of other relevant persons to participate in individual meetings (as required) to obtain necessary input for decision-making.
3. The Chair or designate shall report to the President of the CMSC and the Board of Governors.

#### **C. Vice-Chair**

##### **Responsibilities of the Vice-Chair of the Membership Committee are as follows:**

1. Assist the Chair in fulfilling his/her responsibilities.
2. Act in the Chair's stead if the Chair is unable to fulfill his/her duties.



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### MS Certified Specialist Committee

#### **Purpose**

To facilitate the development of standards for the voluntary certification of licensed health care professionals involved in the specialized area of multiple sclerosis care.

#### **Time Frame**

##### **1. Term**

This is a standing committee of the CMSC.

##### **2. Frequency of Meetings**

Meetings of the Multiple Sclerosis Certified Specialist Committee may be held as deemed necessary by the Chair.

- A. There will be at least one meeting per year for the purpose of item review and test development.
- B. There will be an annual meeting for the purpose of reviewing the examination in cooperation with the Professional Testing Corporation of New York.

#### **Reporting**

1. The MSCS is accountable to the Board of Governors of the CMSC.
2. A report of activities will be prepared by the chair and sent to the Board of Governors of CMSC prior to Board meetings.

#### **Membership Composition**

##### **1. Chair**

- A. Must be a Multiple Sclerosis Certified Specialist (MSCS).
- B. Appointed by the Chair of the Board of Governors of CMSC.
- C. Two-year term with an opportunity for reappointment.

##### **2. Vice-Chair**

- A. Member of the CMSC.
- B. Appointed by the Chair in consultation with the Executive Committee.
- C. Appointment is for a two-year period with the possibility of reappointment at the discretion of the Board of Governors.



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## *Terms of Reference*

### 3. Members

- A. Membership of the MSCS Committee is composed of MSCS who are members of the CMSC.
- B. Membership on the committee will be selected by the Chair but must be from a variety of licensed health professional disciplines.

### Responsibilities

#### A. Members

##### **Responsibilities of the MS Certification Specialist Committee are as follows:**

1. Develop and maintain an item review bank of questions for the certification examination.
2. Review selected items on an annual basis for inclusion in the current examination.
3. Evaluate reliability and validity of examination questions.
4. Set a passing score for each version of the examination.
5. Monitor current trends in MS care and update the examination questions to reflect changes in current practice.
6. Develop, implement, and monitor criteria for recertification as an MSCS.
7. Educate the healthcare community about certification.

#### B. Chair\*

##### **Responsibilities of the Chair of the MS Certification Specialist are as follows:**

1. Appoint the members of committee.
2. Facilitate all meetings and ensure follow through on all decisions.
3. Arrange the involvement of other relevant persons to participate in individual meetings, as required, to obtain necessary input for decision making.
4. Submit an annual budget for the following year's activities.
5. Report to the Board of Governors.

#### C. Vice-Chair

##### **Responsibilities of the Vice-Chair of the MS Certification Specialist Committee are as follows:**

1. Assist the Chair in fulfilling his/her responsibilities.
2. Act in the Chair's stead if the Chair is unable to fulfill his/her duties.

\*Please note that the implementation of this project (administration and scoring) is performed by Professional Testing Corporation of NYC and record keeping and certificates and renewals are coordinated through the CMSC administrative office.



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### MS Exchange Committee

#### **Purpose**

The purpose of the MS Exchange is to serve as the official newsletter of the CMSC.

#### **Time Frame**

##### **1. Term**

This is a long-term committee supported by the CMSC and is supported by a grant from an industry collaborator.

##### **2. Frequency of Meetings**

Meetings of the committee shall occur quarterly or as required via conference call or email.

#### **Reporting**

The Committee Chair shall report to the Board of Governors at least semiannually.

#### **Membership Composition**

##### **1. Committee Chair**

A. The Committee Chair shall be appointed by the Executive Committee of the Board of Governors.

##### **2. Vice-Chair**

A. Member of the CMSC.

B. Appointed by the Chair in consultation with the Executive Committee.

C. Appointment is for a two-year period with the possibility of reappointment at the discretion of the Board of Governors.

##### **3. Members**

A. Representatives of the multi-disciplinary membership of the CMSC.

B. Should reflect the membership of CMSC and at a minimum should be neurologist, rehabilitation professional, counselor, nursing professional, and researcher.

C. Must be healthcare professionals with an interest in MS and a background in MS care and/or research.

D. Members of the committee are selected by the Committee Chair.

E. The length of appointment is based on the discretion of the Committee Chair.





# Consortium of MS Centers

## *Terms of Reference*

### **Responsibilities**

#### **A. Committee Chair**

**Responsibilities of the CMSC MS Exchange Committee Chair are as follows:**

1. Select members of the committee.
2. Call and facilitate meetings and ensure follow through on the decisions.
3. Arrange the involvement of other relevant persons to participate in individual meetings (as required) to obtain necessary input for decision-making.
4. Submit an annual budget for the following year's activities.
5. Shall report to the Board of Governors

#### **B. Vice-Chair**

**Responsibilities of the Vice-Chair of the MS Exchange Committee are as follows:**

1. Assist the Chair in fulfilling his/her responsibilities.
2. Act in the Chair's stead if the Chair is unable to fulfill his/her duties.

#### **C. Committee Members**

**Responsibilities of the CMSC MS Exchange Committee members are as follows:**

1. Participate in annual planning.
2. Review articles or assist in recruitment of peer reviewers.
3. Participate in meetings that are called by Committee Chair.
4. Assist in recruitment of articles.
5. Perform other duties as assigned by the Committee Chair.



# Consortium of MS Centers

## *Terms of Reference*

### Nominations and Elections Committee

#### **Purpose:**

The purpose of the Nominations and Elections Committee's is to fill scheduled board vacancies of officers and members at large by preparing a slate of nominees that is sent to the full membership for a vote. The committee carefully considers nominees who have experience and leadership qualities to meet the needs of the organization, and who represents the board spectrum of health care professionals in its membership (see requirements & competencies of members of the CMSC Board of Governors).

#### **Time Frame**

##### **1. Term**

This is a special committee of the CMSC to be formed by the Chair when scheduled vacancies arise, and then disbanded when nominees are approved by the Executive Committee. (Unscheduled vacancies of officers and members-at-large due to incapacitation, resignation or removal are appointed by the President in consultation with the Executive Committee according to CMSC Bylaws Article VI, Section 4).

##### **2. Frequency of meetings**

Meetings of the Nominations and Elections Committee are called by the Chair four months prior to the annual meeting of the membership. A work group may be set up in the CMSC website to facilitate communications of committee members between meetings.

#### **Reporting**

The Chair of the Nominations and Elections Committee reports recommendations to the Executive Committee for approval, prior to vote by the full membership.

#### **Membership Composition**

##### **1. Chair**

The Chair of the Nominations and Elections Committee is the Immediate Past President (according to CMSC Bylaws Article V, Section 5).

##### **2. Vice-Chair**

- A. Member of the CMSC.
- B. Appointed by the Chair in consultation with the Executive Committee.
- C. Appointment is for a two-year period with the possibility of reappointment at the discretion of the Board of Governors.



# Consortium of MS Centers

## *Terms of Reference*

### **3. Members**

- A. The Chair appoints five members of the CMSC to form the Nominations and Elections Committee who represent the broad spectrum of health care professionals in its membership. A minimum should be a neurologist, rehabilitation professional, counselor and nursing professional.
- B. Preferably have a broad and up-to-date knowledge of the needs of the organization, and the leadership abilities of its members.

### **Responsibilities**

#### **A. Members**

Responsibilities of the Nominations and Elections Committee are as follows:

1. Determine when terms of new officers and members-at-large are scheduled to begin, and which vacancies are to be filled.
2. Consider the needs and leadership abilities of the organization.
3. Investigate experience, qualifications, and abilities when selecting appropriate nominee(s).
4. Secure the consent of the nominee(s) and provide a description of roles and responsibilities of the position.
5. Obtain approval of the nominee(s) by the Executive Committee.
6. Work with the CMSC administrative office to send out election ballots.
7. Work with the Treasurer to tally the votes.

#### **B. Chair**

Responsibilities of the Chair of the Nominations and Elections Committee as follows:

1. Appoint the committee members, in consultation with the board.
2. Guide and direct the work of the committee.
3. Report nominees to the Executive Committee.
4. Coordinate needs and follow-up with the CEO.

#### **C. Vice-Chair**

**Responsibilities of the Vice-Chair of the Nominations and Elections Committee are as follows:**

1. Assist the Chair in fulfilling his/her responsibilities.
2. Act in the Chair's stead if the Chair is unable to fulfill his/her duties.



# Consortium of MS Centers

## *Terms of Reference*

### Research Committee

#### **Purpose**

The purpose of the Research Committee is to foster research within the CMSC. The Research Committee will:

- A. Contribute to the research page mission of the CMSC.
- B. Encourage and coordinate work of the RIGS
- C. Review and approve grants for funding.
- D. Suggest educational activities for the CMSC.

#### **Time Frame**

##### **1. Term**

This is a Committee of the CMSC and as such the term is ongoing.

##### **2. Frequency of meetings**

- A. There are no established meetings of this Committee except at the annual meeting of the CMSC.
- B. Meetings of the Research Committee are held with each annual meeting of the CMSC and as needed at the call of the Chair.
- C. A work group may be set up on the CMSC website to facilitate communication with members between meetings.

#### **Reporting**

The Research Committee via the Chair reports to the Board of Governors.

#### **Membership Composition**

##### **1. Chair**

- A. The Chair of the Research Committee must hold membership in the CMSC.
- B. The Chair serves on the Board of Governors of the CMSC.
- C. The Chair is appointed by the President in consultation with the Executive Committee for a two-year term.
- D. The Chair may be reappointed for subsequent term(s).



# Consortium of MS Centers

## *Terms of Reference*

### 2. Vice-Chair

- A. A member of the CMSC.
- B. Appointed by the Chair in consultation with the Executive Committee.
- C. Appointment is for a two-year period with the possibility of reappointment at the discretion of the Board of Governors.

### 3. Members

- A. Members of this committee must hold membership in the CMSC.
- B. In consultation with President, the Chair appoints members for a two-year term.
- C. Members may be reappointed for subsequent term(s).

## Responsibilities

### A. Members

#### **Responsibilities of the Research Committee are as follows:**

1. Set priorities for the CMSC research activities.
2. Evaluate and finalize submissions for CMSC funded collaborative research.
3. Suggest educational programs for clinical investigators as part of the annual meeting of the CMSC.
4. Develop forums for identifying issues facing MS clinical investigators.
5. Support the activities of other standing committees.
6. Support the activities of CMSC/NARCOMS.

### B. Chair

#### **Responsibilities of the Chair of the Research Committee are as follows:**

1. Guide and direct work of the committee.
2. Submit an annual budget for the following year's activities.
3. Report to the Board of Governors.

### C. Vice-Chair

#### **Responsibilities of the Vice-Chair of the Research Committee are as follows:**

1. Assist the Chair in fulfilling his/her responsibilities.
2. Act in the Chair's stead if the Chair is unable to fulfill his/her duties.



# Consortium of MS Centers

## *Terms of Reference*

### **Cooperative Studies – RIGS Sub-committee**

#### **Purpose**

The purpose of the RIGS Sub-committee is to identify research needs in multiple sclerosis and to facilitate pilot projects in activities that fall under the aegis of comprehensive care in multiple sclerosis. RIGS are divided into: symptomatic management, epidemiology, rehabilitation, psychosocial issues, and therapeutics.

#### **Time Frame**

##### **1. Term**

This is a Sub-committee of the Research Committee and as such the term is ongoing.

##### **2. Frequency of Meetings**

The RIGS Sub-committee shall meet at each annual meeting of the CMSC and at the call of the chair.

#### **Reporting**

The RIGS Sub-committee via the chair of the Research Committee reports to the Board of Governors.

#### **Membership Composition**

- A. The Chairs of each RIG shall hold membership in the CMSC.
- B. Must be a licensed healthcare provider.
- C. Appointed by the Chair of the Research Committee.
- D. Members of the RIGS must hold membership in the CMSC.
- E. Members of the RIGS serve on a voluntary basis.



# Consortium of MS Centers

## *Terms of Reference*

### Scholarship Committee

#### **Purpose**

The purpose of the Scholarship Committee is to support the growth and development of the specialty of MS Care and Research. This Committee shall oversee the provision of CMSC funds for educational programs, research, and other related growth and development activities.

The activities of this committee shall be accomplished by:

- A. Evaluating applications for funding.
- B. Awarding scholarship monies.
- C. Adhering to budgetary constraints of the organization.

#### **Time Frame**

##### **1. Term**

This is a standing committee of the CMSC and as such the term is ongoing.

##### **2. Frequency of Meetings**

There are no established meetings of this committee except at the annual meeting of the CMSC. Meetings are scheduled according to applications and their deadline and can be held via email or teleconference calls.

#### **Reporting**

The Committee via the Chair reports to the Board of Governors.

#### **A. Membership Composition**

##### **1. Chair**

- A. The Chair of the Committee must hold membership in the CMSC.
- B. They are appointed by the President in consultation with the Executive Committee for a two-year term.
- C. They may be reappointed for subsequent term(s).

##### **2. Co-chair**

There is no co-chair for this committee.

##### **3. Members**

Members of this Committee are the Members-at-Large of the CMSC Board of Governors.



# Consortium of MS Centers

## *Terms of Reference*

### **B. Responsibilities**

#### **Responsibilities of the Scholarship Committee are as follows:**

1. Review applications for financial support for meetings, travel, research, etc.
2. Work with the administrative office to facilitate smooth and timely communication with applicants.
3. To support the activities of other standing committees.

#### **Responsibilities of the Chair of the Scholarship Committee are as follows:**

1. Guide and direct work of the committee.
2. Submit an annual budget for the following year's activities.
3. Report to the CPE Committee Chair.





# Consortium of MS Centers

## *Terms of Reference*

### Website Committee

#### **Purpose**

The purpose of the Website Committee is to be the vehicle with which to develop and share information and knowledge online, among members of the CMSC and the healthcare community for the benefit of those with MS. The website domain is the property of the CMSC.

#### **Time Frame**

##### **1. Term**

This is a long-term project.

##### **2. Frequency of meetings**

- A. Face to face meetings of the Website Management Team will occur annually.
- B. Ongoing communications will occur at least monthly through the Website Management Team workspace.
- C. Meetings of the Editorial Board will occur as often as required by the particular educational activity.

#### **Reporting**

The Chair of Website Committee reports to the Board of Governors at least semiannually.

#### **Membership Composition**

##### **1. Chair**

- A. The Chair of Website Committee holds membership in the CMSC.
- B. Has had experience running CMSC committees or overseeing projects.
- C. An expert in MS cares; displays organizational skills, works independently, prioritizes tasks, is open to feedback and has a comfort level with the website.
- D. The Chair is appointed by the President in consultation with the Executive Committee.

##### **2. Vice-Chair**

- A. Member of the CMSC.
- B. Appointed by the Chair in consultation with the Executive Committee.
- C. Appointment is for a two-year period with the possibility of reappointment at the discretion of the Board of Governors.



# Consortium of MS Centers

## *Terms of Reference*

### **3. Website Management Team (WMT)**

- A. Website Management Team includes the CMSC CEO, Chair and Vice-Chair of the Website Committee, webmaster and appropriate staff.

#### **Responsibilities**

##### **A. Chair, Website Committee**

###### **Responsibilities of the Chair of the Website Committee are as follows:**

1. Oversee the development and management of the website, guide and direct the work of the editorial board.
2. Act as Chair of the Website Management Team.
3. Develop website policies and procedures.
4. Problem solve additions or changes to the website.
5. Collaborate on projects with the CMSC Committees
6. Provide input to the Program Committee.
7. Act as a liaison to the CMSC Journal, International Journal of Multiple Sclerosis Care.
8. Submits an annual budget to the CMSC Board of Governors for approval.
9. Reports to the CMSC Board of Governors.

##### **B. Vice-Chair**

###### **Responsibilities of the Vice-Chair of the Website Committee are as follows:**

1. Assist the Chair in fulfilling his/her responsibilities.
2. Act in the Chair's stead if the Chair is unable to fulfill his/her duties.

##### **C. Website Management Team (WMT)**

###### **Responsibilities of the Website Management Team are as follows:**

1. Will assist the chair set policy, appoint project leaders and oversee the management and development of the website.



# Consortium of MS Centers

## *Terms of Reference*

### Special Interest Groups

A *special interest group* provides a forum where individuals with similar career involvement in multiple sclerosis exchange ideas and may engage in activities that have a common interest.

1. There are 3 *special interest groups* of the CMSC. These are the International Organization of Multiple Sclerosis Rehabilitation Therapists (IOMSRT), Veteran Affairs (VA), and International Organization of Multiple Sclerosis Mental Health Professionals (IOMSMHP).
2. Each *special interest group* will have an organizational structure with an elected leader from the membership of the special interest group
3. *Special interest groups* will communicate at least annually with the Board of Governors of the CMSC. They are invited to attend the Board meetings of the CMSC as a non-voting participant.
4. *Special interest groups* meet as needed to fulfill their unique mandate as outlined in the Terms of Reference.



# Consortium of MS Centers

## *Terms of Reference*

### Special Interest Group

## International Organization of Multiple Sclerosis Rehabilitation Therapists

#### **Purpose**

The International Organization of MS Rehabilitation Therapists Special Interest Group (IOMSRT-SIG) will seek to develop an international network of rehabilitation professionals to promote and enhance the role of rehabilitation professionals through the sharing and disseminating of information and research findings.

#### **Time Frame**

##### **1. Term**

This will be a standing special interest group and therefore has no term. The mandate of this group is ongoing.

##### **2. Frequency of meetings**

An annual meeting of the special interest group will be held in conjunction with the Consortium of MS Centers annual meeting. Officers of the organization will meet quarterly. The Chair may call special meetings, as needed.

#### **Reporting**

The group will report to the Board of Governors of the Consortium of MS Centers (CMSC) semi-annual at the Board of Governors meeting, or as otherwise designated, by the President.

#### **Membership Composition**

##### **A. Chair**

1. The Chair shall be a member of the CMSC and is a rehabilitation therapist with an interest in multiple sclerosis.
2. The Chair is elected by membership of the IOMSRT.



# Consortium of MS Centers

## *Terms of Reference*

### **B. Vice-Chair**

1. Member of the CMSC
2. Elected by the membership of the IOMSRT

### **C. Secretary**

1. Member of the CMSC.
2. The Secretary shall be elected by the membership of IOMSRT.

### **Responsibilities**

#### **A. The IOMSRT Leadership**

##### **Responsibilities of the Leadership of IOMSRT are as follows:**

1. Ensure that all educational activities of the CMSC include information about MS rehabilitation.
2. Issue white paper on rehabilitation as indicated.
3. Participate in planning of the CMSC annual meeting and other educational programs.
4. Participate in Advocacy related to rehabilitation and multiple sclerosis.

#### **B. Chair**

##### **Responsibilities of the Chair of the IOMSRT are as follows:**

1. Oversee the affairs of the interest group.
2. Call meetings of the officers as needed.
3. Call an annual meeting of the membership to coincide with the CMSC annual meeting.
4. Perform such other duties as usually pertain to the Office of the Chair.

#### **C. Vice-Chair**

##### **Responsibilities of the Vice-Chair of the IOMSRT are as follows:**

1. Assist the Chair in carrying out his/her responsibilities.
2. Serve as acting Chair in the absence of the Chair.
3. Perform such other duties as may be assigned by the Chair.

#### **D. Secretary**

##### **Responsibilities of the Secretary of the IOMSRT are as follows:**

1. Record and track minutes from annual membership meeting and other meetings as needed.
2. Distribute meeting agendas and minutes of meetings to members.
3. Assist with management of membership list.



# Consortium of MS Centers

## *Terms of Reference*

### Special Interest Group

### Veteran Affairs

#### **Purpose**

The VA Special interest Group focuses on the needs and interests of healthcare professionals caring for veterans affected by multiple sclerosis. Its members work to enhance the care of patients, facilitate research, and promote education. The members of the VA SIG exchange information within the VA system and with the health care community at large. Its members promote the VA mission and serve as leaders in the healthcare community, promoting excellence in care and maintaining a patient focus in an environment of changing healthcare philosophies.

#### Goals include:

- A. Educate members of the CMSC about MS healthcare within the VA Medical System.
- B. Develop educational tools to improve MS care within the VA Medical System.
- C. Present information about MS care within the VA Medical System at the annual meeting of the CMSC and throughout the year.
- D. Sustain and develop healthcare systems particular to the needs of those with MS in the VA medical system.

#### **Time Frame**

##### **1. Term**

This is a standing special interest group and, as such, is ongoing with no term limits.

##### **2. Frequency of meetings**

- A. There will be at least one meeting per year in conjunction with the CMSC annual meeting.
- B. There will be sub-committee meetings at the discretion of the chair.
- C. A work group may be set up on the CMSC website to facilitate communication with committee members between meetings.

#### **Reporting**

The VA SIG is accountable to the Board of Governors via the Chair with a written report submitted at least annually or following each additional meeting.



# Consortium of MS Centers

## *Terms of Reference*

### **Membership Composition**

- A. Membership will consist of VA employed, healthcare professionals of any discipline, who are interested in the collaboration of care for patients with multiple sclerosis.
- B. The steering committee shall consist of the following officers: Chair, Vice-Chair, the Past Chair, and two Members at Large. All members of the steering committee must be VA employees.
- C. The steering committee is elected by the membership of the VA SIG. Appointments shall be two year terms with potential for reappointment.

### **Responsibilities**

#### **A. The Steering Committee**

1. Guide the VA SIG to fulfill its mission.
2. Facilitate the sharing of information by production of the electronic newsletter, *VA SIGnature*.
3. Create a sharepoint site that serves to enhance organizational communication via a membership directory, calendar, and message board. Maintain the sharepoint site and easy accessibility.
4. Distribute information on educational and scholarship opportunities.
5. Collaborate with service organizations who share a mutual goal in the VA's healthcare mission.
6. Advocate for a VA presence and role of leadership within MS healthcare community at large by espousing the VA's successful endeavors for providing quality healthcare to a diverse population on a national level.

#### **B. Chair**

##### **Responsibilities of the Chair of the VA SIG are as follows:**

1. Oversee the affairs of the special interest group
2. The Chair or designate will call and facilitate meetings and ensure follow through on the decisions.
3. The Chair or designate shall arrange the involvement of other relevant persons to participate in individual meetings as required, to obtain necessary input for decision-making.
4. The Chair shall serve in advisory capacity, semiannually, at CMSC Board of Governors meetings.



# Consortium of MS Centers

## *Terms of Reference*

5. Update CMSC annually or semi-annual on projects and progress.

### **C. Vice-Chair**

#### **Responsibilities of the Vice- Chair of the VA SIG are as follows:**

1. The Vice-Chair shall act in the stead in the absence of the Chair.
2. The Vice-Chair assists the Chair in the performance of his or her activities.





# Consortium of MS Centers

## *Terms of Reference*

### Special Interest Group

## International Organization of Multiple Sclerosis Mental Health Professionals

#### **Purpose**

The International Organization of the Multiple Sclerosis Mental Health Special Interest Group (*IOMSMHP-SIG*) will seek to develop an international network of mental health professionals to promote and enhance the role of mental health professionals through the sharing and disseminating of information and research findings.

#### **Time Frame**

##### **1. Term**

This will be a standing special interest group and therefore has no term. The mandate of this group is ongoing.

##### **2. Frequency of meetings**

An annual meeting of the special interest group will be held in conjunction with the Consortium of MS Centers annual meeting. The Chair may call special meetings, as needed.

#### **Reporting**

The group will report to the Board of Governors of the Consortium of MS Centers (CMSC) semi-annual at Board of Governors meeting, or as otherwise designated, by the Chair.

#### **Membership Composition**

##### **A. Chair**

1. The Chair shall be a member of the CMSC and a mental health professional with an interest in multiple sclerosis.
2. The Chair shall be appointed by the President.

##### **B. Vice-Chair**

1. The Vice-Chair shall be a member of the CMSC
2. The Vice-Chair shall be appointed by the President.

##### **C. Members**

1. Interested professionals may apply for membership through the CMSC website and other avenues as developed.
2. Members of the *IOMSMHP-SIG* are encouraged to be a member of the CMSC



# Consortium of MS Centers

## *Terms of Reference*

### **Responsibilities**

#### **A. The IOMSMHP-SIG**

##### **Responsibilities of the Committee of *IOMSMHP-SIG* are as follows:**

1. Ensure that educational activities of the CMSC include information about MS mental health care, as appropriate, including the annual meeting.
2. Develop educational programs and materials, and facilitate research and best practices related to mental health in MS, leading to publication through the CMSC and other avenues.
3. Participate in advocacy activities related to mental health and MS.

#### **B. Chair**

##### **Responsibilities of the Chair of the *IOMSMHP-SIG* are as follows:**

1. Oversee the affairs of the interest group.
2. Call meetings of the officers and membership as needed.
3. Call an annual meeting of the membership to coincide with the CMSC annual meeting or other appropriate educational events.
4. Perform such other duties as usually pertain to the Office of the Chair.

#### **C. Vice-Chair**

##### **Responsibilities of the Vice-Chair of the *IOMSMHP-SIG* are as follows:**

1. Assist the Chair in carrying out his/her responsibilities.
2. Serve as acting Chair in the absence of the Chair.
3. Perform such other duties as may be assigned by the Chair.

#### **D. Secretary**

##### **Responsibilities of the Secretary of the *IOMSMHP-SIG* are as follows:**

1. Record and track minutes from annual meeting and other meetings as needed. Distribute meeting agendas and minutes of meetings to members via email listserv and/or member website.
2. Manage membership list and email listserv.



# Consortium of MS Centers

## *Terms of Reference*

### **Special Projects**

*Special Projects* are projects or activities that are established to achieve the mission and goals of the CMSC. A Special Project is a continuing group with ongoing responsibilities.

- (1) The CMSC has 2 *special* projects. These are:
  - International Journal of MS Care (IJMSC)
  - North American Research Committee of MS (NARCOMS)
  
- (2) *Special Projects* may have a Director who has a contract with the CMSC. Directors attend CMSC Board meetings as a non-voting member.
  
- (3) *Special Projects* meet as needed to fulfill their responsibility to the CMSC as outlined in the Terms of Reference.



# Consortium of MS Centers

## *Terms of Reference*

### Special Projects

#### International Journal of Multiple Sclerosis Care (IJMSC)

##### **Purpose**

The International Journal of MS Care (IJMSC) is the official journal of the CMSC. It is a peer reviewed publication that contains articles reflecting the multi-disciplinary culture of the CMSC. Articles are either reports of scientific activities, clinical patterns, comprehensive reviews, or consensus statements.

##### **Time Frame**

###### **1. Term**

The IJMSC is a special project of the CMSC.

###### **2. Frequency of meetings**

The editorial staff meets at least once a month with the publishing staff by telephone conference to discuss the business of the journal.

##### **Reporting**

The Editor of the IJMSC reports directly to the Board of Governors.

##### **Membership Composition**

###### **1. Editor-in-Chief**

Selected by a Search Committee of the Board of Governors in consultation with the current Editor and the CEO of the CMSC. The Editor-in-Chief must have a broad perspective of MS care and research and should have a professional philosophy consistent with the vision and mission of the CMSC.

###### **2. Vice-Chair**

Not Applicable



# Consortium of MS Centers

## *Terms of Reference*

### **3. Members of the Editorial Board**

- A. Should reflect the membership of CMSC and at a minimum should be neurologist, rehabilitation professional, counselor, nursing professional, and researcher.
- B. Must be healthcare professionals with an interest in MS and a background in MS care and/or research.
- C. Members of the Editorial Board are selected by the Editor -in -Chief.
- D. The length of appointment is based on the discretion of the Editor- in -Chief.

### **Responsibilities**

#### **A. Members of the Editorial Board**

##### **Responsibilities of the IJMSC are as follows:**

1. Participate in annual planning.
2. Review articles or assist in recruitment of peer reviewers.
3. Participate in meetings called by Editor-in-Chief.
4. Assist in recruitment of articles.
5. Other duties as assigned by the Editor-in-Chief.

#### **B. Editor-in-Chief**

##### **Responsibilities of the Editor-in-Chief are as follows:**

1. Appoint members of the Editorial Board.
2. Call and facilitate meetings and ensure follow through on the decisions.
3. Arrange the involvement of other relevant persons to participate in individual meetings (as required) to obtain necessary input for decision-making.
4. Submit expected annual expenses for the following year's activities as per request of the CMSC staff each fall.
5. Report to the Board of Governors.



# Consortium of MS Centers

## *Terms of Reference*

### Special Projects

## North American Research Committee of Multiple Sclerosis (NARCOMS)

### **Purpose**

NARCOMS is a special project of the CMSC.

The purpose of the NARCOMS project is to further research within the membership of the CMSC and the broad field of multiple sclerosis by developing and managing NARCOMS MS patient registry, coordinating and perform research related to the registry, and by facilitating a greater understanding of MS through research using the registry.

### **Time Frame**

#### **1. Term**

This is a long-term project supported by the CMSC with grants and contracts from other organizations.

#### **2. Frequency of meetings**

Meetings of NARCOMS occur as directed by the leadership.

### **Reporting**

The director of the NARCOMS reports to the Board of Governors of the CMSC.

### **Membership Composition**

#### **1. NARCOMS Leadership**

A. NARCOMS is led by a tripartite Leadership comprising Managing Director, Scientific Director, and Coordinating Center Director. Together, the three leaders oversee the operation of NARCOMS.

B. The NARCOMS Managing Director holds membership in the CMSC.

C. The NARCOMS leadership is appointed by President in consultation with the Executive Committee.



# Consortium of MS Centers

## *Terms of Reference*

### **2. Vice-Chair**

There is no Vice-Chair for this project.

### **3. Members**

- A. The staff to support NARCOMS is appointed by the NARCOMS leadership, with reporting to the President of the CMSC at routine intervals.

### **Responsibilities**

#### **A. NARCOMS Managing Director**

1. Develop and manage the NARCOMS in order to bring value to the CMSC membership by facilitating
2. Providing a data resource for research interests of the CMSC membership and other investigators in the broad field of multiple sclerosis.
3. Providing administrative oversight for the NARCOMS MS Registry. This will involve working with the Program Manager, prospective study sponsors and the CMSC.
4. Develop and seek funding for studies to be executed within NARCOMS.
5. Report to the Board of Governors
6. Submit a budget annually to the Board of Governors of the CMSC for approval.
7. In conjunction with the CMSC and legal counsel, negotiates operating and project contracts.
8. Hires NARCOMS staff at location, as appropriate.
9. Provides regular operating and financial reports to the administrative office and semi-annual reports to the Board of Governors.

#### **B. NARCOMS Scientific Director**

1. Providing scientific oversight for the NARCOMS MS Registry
2. Developing recruitment and retention strategies
3. Supporting the development of topics for update surveys
4. Directing internal research priorities
5. Overseeing review of proposals and manuscripts.
6. Hires NARCOMS staff at location, as appropriate.

#### **C. NARCOMS Coordinating Center Director**

1. Providing oversight to all NARCOMS core operations
2. Overseeing regulatory compliance.
3. Providing design and statistical support for all ongoing research projects.
4. Hosting the NARCOMS database
5. Being responsible for all programming of the database and website
6. Overseeing distribution of paper surveys and for data collection and data entry
7. Managing all registrant communications.
8. Hires NARCOMS Staff at location, as appropriate.



# Consortium of MS Centers

## *Terms of Reference*

### **NARCOMS Financial Structure**

The CMSC shall provide an annual budget for this project based on the budget developed by the NARCOMS team and upon approval by the Board of Governors. The database shall be housed at the University of Alabama with a staff to support the mailings, updates, and research inquiries. The project manager shall arrange and negotiate all contracts with legal oversight by the CMSC and the CMSC Legal Counsel. All contracts with industry and non-CMSC members shall include a 10% administrative overhead to cover the CMSC costs and related fees such as legal review.