

Committee timetable

This timetable outlines the committee's schedule of activities during the year

	Workplan	Time Frame	Report to Board	Link to Strategic Plan
Authority, Duties, and Responsibility				
	Calendar / Schedule for reviewing & amending existing policy	March	Not applicable	Stakeholder Relations
	Strategic plan + Communications Strategy alignment-Best Practices document/guidelines for change and transition communications	May	July	Stakeholder Relations
	Social Media (Facebook)	March		Stakeholder Relations
	Crisis management media policy (lockdown + other)	June	July/August	Stakeholder Relations
Annually review the Terms of Reference for the Committee and make recommendations as appropriate	Communications presentation to board re: recommendations, terms of reference, review of role on board	November		Stakeholder Relations
Implementation of the annual parent survey and other feedback mechanisms as required		April	May	Stakeholder Relations; Care and Learning
Follow up the survey results and reporting to the Board and membership	Parent Satisfaction Survey finalized draft	June/July	July/August	Stakeholder Relations
Recommend communications initiatives to the Board of Directors and ensure implementation upon receiving approval from the Board.	Board / Society level communications newsletter / articles (via program newsletters)	Ongoing	As needed	Stakeholder Relations
Recommend information and tools for use on SFUCCS website to support the effectiveness and responsiveness				