

SFUCCS COMMUNICATION AND ENGAGEMENT COMMITTEE

Terms of Reference

Purpose

1. Engage effectively with SFUCCS stakeholders including: general membership, staff, executive, and community at large- to create policies, guidelines and tools for an open and transparent respectful effective and informative communication.
2. Gather at minimum annual feedback from society members and report back to the Board and society members
3. Manage a communication strategy to closely reflect the Society's strategic plan
4. Act as a resource to the Board and its committees for society wide communication
5. Ensure appropriate communication structures and procedures are in place to allow the Society and Board to function effectively

Composition

Communications Officer
Up to three (3) additional board members
Executive Director
Staff board representative
Up to one non-director member

The Communications Officer shall be the Chair of the Communications Committee.

Appointment of Members

At the first meeting of the Board of Directors following the Annual General Meeting, members of the Board will be appointed to the Communication and Engagement Committee for a one (1) year term. The members may be re-appointed and can serve a maximum of three (3) terms on the Committee.

The Board will appoint a Chair of the Committee. The Chair may be re-appointed and can serve a maximum of three (3) terms as Chair in addition to other time they may serve on the Committee.

The appointment of non-director committee members must first be approved by the Board of Directors.

Authority, Duties, and Responsibility

Subject to the powers and duties of the Board, the Committee will:

review annually, the communications strategy for the Society and advise the Board regarding:

- relational conduct/professional relationships policies
- communication pathways
- guidelines for SFUCCS presence on social media
- areas of concern
- recommended changes
- best practices

annually review the Terms of Reference for the Committee and make recommendations as appropriate;:

implementation of the annual parent survey and other feedback mechanisms as required and follow up reporting to the Board and

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