

TERMS OF REFERENCE COMMUNICATIONS COMMITTEE

I. PURPOSE

The Committee shall endeavour to promote, encourage and improve communications in an effort to ensure that communication at all levels of the PRC is effective, efficient and responsive to the needs of the union and its members

II. COMPOSITION AND OPERATIONS

The Committee shall be comprised of members of PRC, constituting of a Chairperson and a minimum of three (3) members from Prairie Regional Council for a term of three (3) years. The REVP will appoint a staff advisor.

The Committee shall develop and periodically update a PRC communications strategic plan for PRC approval.

The Committee shall provide input on the implementation of the internal and external communications programs of PRC, which may include, but not be limited to, the development and maintenance of the PSAC Prairies website.

The Committee shall ensure that each Committee member is well-informed on matters affecting the PSAC Prairies.

The Committee shall provide advice to the REVP and PRC, as appropriate, on communications matters as they arise.

Meetings

Meetings shall be convened on an as-needed basis but no less than quarterly.

Meetings may be held in person, by telephone or on-line forum.

The Committee shall meet at the call of the chairperson and approved by the REVP.

Quorum

Quorum shall be a majority of the membership of the Committee.

III. DUTIES AND RESPONSIBILITIES

The Committee shall make recommendations to the PRC and REVP on all aspects of communication.

The Committee shall deal with communication issues referred to it by PRC and the REVP.

The Committee shall provide input and suggestions for the Prairies newsletter.

The Committee shall review the Prairies website to ensure that it is current and informative and make recommendations for improvement of the website to the REVP.

The Committee shall develop and regularly review policies relating to communications and recommend necessary revisions.

The Committee shall make recommendations to PRC to ensure that we use technology to enhance our ability to communicate to the membership.

The Committee shall develop and implement an effective protocol for dissemination of membership worthy correspondence.

The Committee shall promote the recognition and awareness of the PRC as an organization defending the interests of its members.

The Committee shall provide advice to the REVP and PRC, as appropriate, on communications matters as they arise

Responsibility of the Chair

Schedule meetings, request conference call line from REVP office, ensure reports are submitted to PRC, take meeting minutes or assign a committee member to take minutes.

Liaison to and from the committee to the PRC and the REVP.

IV. ACCOUNTABILITY AND GOVERNANCE

Recommendations and decisions of the Communications Committee shall be made by consensus.

The Communications Committee shall report to the PRC.