

**TEAM Communication Action Network Committee**  
**Terms of Reference**  
June 16, 2011 (draft)

**TEAM Communication Action Network Committee**

The Communication Action Network Committee is an ad hoc Committee responsible for building and maintaining TEAM-IFPTE Local 161's member-to-member communication network.

**Responsibilities**

1. Identify members willing to be the Communication Action Representative (CAR) for their area and/or social group.
2. With agreement of the CAR, assign members to their CAR group.
3. Provide the TEAM office with details of changes in CAR and CAR group members for entry into the Communication Action Network (CAN) database.
4. During times of intense activity, such as negotiations, expand the CAN Leader group beyond the Board. Board members are de facto CAN Leaders.
5. At the request of the Board or office, disseminate or request information via the CAN.

**Authority**

The Committee shall:

- Have the authority to carry out all of its listed responsibilities;
- Have the authority to select a Chair;
- Have an annual budget of \$1,000 for meetings with CARs (one-on-one and small groups), and Subject Matter Experts.

**Meetings**

1. Meetings may be called by the Chair or by any member through the Chair, and will be held at the TEAM office, or by Committee consensus at another location. Regular meeting dates are recommended.
2. Committee members unable to attend in person may attend by telephone or videoconference.

3. Meetings during working hours shall be by release. Lunch meetings and meetings outside normal working hours shall be volunteer time.
4. The Chair will set the agenda with input from the Committee and ensure that meetings are scheduled.
5. A majority of the Committee of which one is a Board member shall constitute quorum at Committee meetings.
6. Consensus will be the decision-making process. Where consensus cannot be achieved the matter shall be referred to the Board.
7. Subject Matter Experts, CARs and Leaders:
  - (a) may, with Committee consensus, be invited to attend Committee meetings;
  - (b) do not have standing in the Committee's decision-making process.
8. Refreshments can be purchased for meetings in an amount not exceeding \$250 per year.
9. Expenses will be reimbursed based on TEAM policies.

### **Reporting**

The Committee Chair will submit a written report of current Committee activities to the Executive Director two weeks prior to each Board meeting for inclusion in the Board pre-meeting package.

### **Membership**

1. At a minimum the Committee membership shall include:
  - The TEAM President;
  - One Board member;
  - One Member at Large, a second Board member, or a member of staff as designated by the Executive Director.
2. The Committee shall not exceed five members.
3. Any member in good standing of TEAM-IFPTE Local 161 is eligible to sit on the Committee.
4. All members of the Committee are subject to Board approval.

### **Resources**

1. TEAM office space (pre-booking required), office equipment, computer, internet access, and office supplies.

2. A member of staff, designated by the Executive Director, to update the CAN database with changes submitted by the Committee, and to run pre-built database reports.
3. Opinions and recommendations from legal counsel available through the Executive Director.

### **Accountability**

1. The Chair will be accountable to the Board for the Committee.
2. Committee performance will be evaluated by the Board for effectiveness.
3. All deliberations of the Committee, and all records, material and information pertaining to TEAM obtained by a member of the Committee shall be considered confidential. Committee members shall maintain the confidentiality of such deliberations, and shall safeguard such records, material and information from improper access.
4. Where there is a clear conflict between this document and TEAM's governance documents, namely the Constitution, Bylaws and policies, the governance documents shall take precedence.