

# **TEAM Communications Committee**

## **Terms of Reference**

June 16, 2011 (draft)

### **TEAM Communications Committee**

The Communications Committee is a standing Committee responsible for TEAM – IFPTE Local 161’s internal and external Communications strategy.

### **Responsibilities**

1. To write and edit a periodic TEAM Times newsletter.
2. Periodically review and recommend changes to the TEAM website.
3. Submit relevant information or articles ad hoc to the IFPTE Outlook.
4. Work as a liaison with TEAM committees or external sources to convey information to and from the membership.

### **Authority**

The Committee shall:

- Have the authority to carry out all of its listed responsibilities;
- Have the authority to select a Chair;
- Have the authority to select paid external resources for layout and printing;
- Have an annual budget of \$3,000 for layout, printing, distribution, 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 and contributors:
  - (a) may be invited to participate in the work of the Committee, and in particular to write for the TEAM Times or other communications;
  - (b) may, with Committee consensus, be invited to attend Committee meetings;
  - (c) do not have standing in the Committee's decision-making process;
  - (d) retain the right to withdraw their submission(s) prior to the work being dispatched for publication.
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;
  - The Executive Director or designate.
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. 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 and quality of work.
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.