

COMMUNICATIONS COMMITTEE

TERMS OF REFERENCE

Composition

The Communications Committee shall consist of at least two (2) and up to eight (8) Governing Council representatives, of which one shall be the Vice-President Communications and the other, the President.

The Vice-President Communications shall be the Chair of the Communications Committee and may appoint an alternate chair as required.

Purpose and Authority

The Communications Committee is responsible for the following:

1. Providing direction on the communications strategic planning process;
2. Identifying AJC's communications needs and priorities through appropriate consultation;
3. Assessing and evaluating the delivery of communications periodically against the needs and/or expectations of the AJC membership;
4. Developing and periodically updating an AJC communications strategic plan for Executive Council and Governing Council approval;
5. Recommending communications initiatives to the Executive Council and Governing Council for approval, as appropriate;
6. Supporting the efforts of the AJC staff and other AJC committees or working groups by such actions as:
 - a. Developing and implementing an effective protocol for dealing with media enquiries;
 - b. Developing and implementing an effective protocol relating to the approval of website content and messages to the membership, media and public generally;
 - c. Developing and implementing an effective protocol for tracking media worthy content;
 - d. Developing and implementing an effective protocol for dissemination of membership worthy correspondence;
7. Providing oversight on the implementation of the internal and external communications programs of the AJC, which may include but not be limited to the development and maintenance of the AJC website;
8. Ensuring that each Committee member is well-informed on matters affecting the AJC membership;
9. Promoting recognition and awareness of the AJC as an organization defending the interests of its members;
10. Providing advice to the Executive Council and the Governing Council, as appropriate, on communications matters as they arise;

11. Identifying the annual budgetary requirements related to the delivery of communications;
12. Liaising with the other Governing Council committees to ensure that appropriate and effective protocols are in place for the proper co-ordination of AJC communications;
13. Developing and proposing policies and changes thereto in relation to communications for Executive Committee approval;
14. Providing periodic reports and updates to the Executive Committee on communications;
15. Approving expenditures relating to the delivery of communications, as appropriate.

Chair of the Communications Committee

The Chair shall be responsible for chairing the meetings, reporting activities of the Committee to the Executive Committee, ensuring that the meetings move forward in an efficient manner and that updates on communication-related matters are provided to the Governing Council as appropriate.

The Chair shall liaise directly with the Membership Committee as appropriate and may invite resource persons or key members of staff, more specifically, the AJC Director of Communications to participate as appropriate.

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.

Quorum

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

Governance

Recommendations and decisions of the Communications Committee, to the extent decisions may be rendered, shall be made by consensus.

The Communications Committee shall report to the Executive Committee and the Governing Council.

Record-Keeping of Decisions

The Chair shall ensure that a record of all decisions and recommendations of the Communications Committee is maintained. The AJC Director of Communications may act as recording secretary.

Related By-Laws/Resolutions Consulted in Preparation of this Document

Constitution: section 7.3

Resolution passed March 1-2, 2003 - establishing the Communications Committee.

Geoffrey Lester speaks to 6 motions to set up the 6 following committees:

- 1) *Policy Development*
- 2) *Negotiating*
- 3) *Compensation*
- 4) *Working Condition/Benefits*
- 5) *Communications*
- 6) *Membership*

MOTION: *Be it resolved that the motions for the first five (5) Committees be amended to read "the Association".*

PROPOSED BY: *Geoffrey Lester*

SECONDED BY: *Richard Johnston*

CARRIED

Resolution passed March 13-14, 2004 – Merging the Communications Committee and the Membership Committee of the AJC

c) _____ Motion: to merge the Communications Committee and the Membership Committee of the AJC.

BE IT RESOLVED THAT the Governing Council of the AJC merge the Communications Committee and the Membership Committee of the AJC into one committee to be named the "Communications and Membership Committee".

Moved by P. Jetté.

Seconded by D. Côté.

CARRIED.

Resolution passed June 3-4 2006, separating the Communications Committee and the Membership Committee. Implied consensus on the separation of Communications and Membership Committees by virtue of the election of VP's:

d) _____ Vice-President of Communications.

Having called for nominations three times, the following candidate was nominated and he accepted the nomination:

THAT J. Vaissi Nagy be nominated for the position of Vice-President of Communications.

Moved by P. Jetté.

Seconded by S. Gupta.

Mr. Martin announced that J. Vaissi Nagy was acclaimed as Vice-President of Communications.

e) _____ Vice-President of Membership.

Having called for nominations three times, the following candidate was nominated and he accepted the nomination:

THAT D. Kuhlen be nominated for the position of Vice-President of Membership.

Moved by P. Bourassa.

Seconded by D. Singh.

Mr. Martin announced that D. Kuhlen was acclaimed as Vice-President of Membership.