

COMMITTEE CHARTER

Committee:	Communications Committee
Committee Sponsor:	Mount Royal Faculty Association
Date Last Revised:	February 24, 2017

Mandate

The Communications Committee shall monitor, and strive to improve the effectiveness of, communications between the Executive Board and the Regular Members of the Association.

Authority

The Communications Committee is a standing committee of the Mount Royal Faculty Association. It reports on its activities to the Executive Board and to the Regular Members of the Association through the Communications Officer. The committee has the authority to approve expenditures within its annual budget, except that Executive Board approval is required for expenditures on food or accommodations for committee members. To reduce costs, the committee is encouraged to make use of Faculty Centre services when hosting events.

The committee may review this charter as it deems necessary and submit proposed changes to the Executive Board for approval.

Membership

The Communications Committee shall consist of:

- the Communications Officer, who shall be chair;
- two Regular Members to serve a term of two years and to be elected in odd-numbered years;
- two Regular Members to serve a term of two years and to be elected in even-numbered years;
- one contract Regular Member to serve a term of two years and to be elected in odd-numbered years; and
- the Executive Assistant of the Association, who shall be treasurer.

Meetings

In addition to the initial meeting, which shall be held during the Committee Transition Meetings, the Communications Committee shall normally meet monthly during the academic year. Additional meetings may be called as necessary by the chair. Quorum shall be four Regular Members of the committee, including the chair or designee.

Expected Activities

The Communications Committee shall:

- provide liaison for the purposes of communicating the activities of the Executive Board, the Association and its committees, and other information likely to be of wide interest to the membership;
- determine appropriate media and develop strategies for communicating information to the membership;
- request annually that each academic unit appoint a department communicator, seeking volunteers where necessary;
- meet with the department communicators at the beginning of each fall and winter semester;
- work with the department communicators to promote and enhance a two way flow of information between the Association and its members;
- assist the Contract Member Representative in communicating with contract members of the Association;
- prepare a report for the Annual General Meeting describing its work during the year and a summary of its expenditures.

Resources

The MRFA will provide a budget for the committee in an amount to be reviewed by the MRFA Treasurer annually or at the request of the committee. Administrative support will be provided by the MRFA Executive Assistant.