



Committee: Communications Committee
Committee Sponsor: Mount Royal Faculty Association
Date last Revised: April 9, 2021

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 Senior Administrative and Faculty Relations Officer 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.

The Committee shall annually appoint a vice-chair before June 15.

Quorum shall be four Regular Members of the committee, including the chair or designee. Minutes will be taken for all committee meetings and approved minutes shall be submitted to the Executive Board for information.

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 in accordance with the Association's Communications Plan;
- annually recommend to the Executive Board the appointment of a member, from each department, to serve as Department Liaison;
- meet with the department liaisons at least four times per year, including the initial training session to be held in August of each year;
- work with the department liaisons 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 Senior Administrative and Faculty Relations Officer.