



Committee: Communication Committee

Committee Sponsor: Mount Royal Faculty Association

Date last Revised: April 2026

Mandate

The Communication Committee shall monitor and strive to improve the effectiveness of Association communications. The committee shall primarily oversee the management of internal member-facing communications and will, also, support the Association in external communications.

Authority

The Communication Committee is a standing committee of the Mount Royal Faculty Association. It reports on its activities to the Executive Board and to the 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. When necessary, the committee may request additional funds from the Executive Board where required to meet its mandate.

Membership

The Communication Committee shall consist of:

- the Communications Officer, who shall be Chair;
- Six Members appointed by the Executive Board in staggered years for two year terms, and
- the Senior Administrative and Faculty Relations Officer of the Association, who shall be treasurer.

The Committee shall annually appoint a vice-Chair.

Meetings

In addition to the initial meeting, which shall be held during the Spring Committee Transition Meetings, the Communication Committee shall normally meet monthly during the academic year. Additional meetings may be called as necessary by the chair. Quorum shall 50% of current committee membership + 1, including the Chair or Vice Chair. Minutes will be taken for all committee meetings and approved minutes shall be submitted to the Executive Board for information.

Expected Activities

Where applicable to the mandate of this committee, the Communication Committee shall support the concrete actions outlined in MRFA 2030 to ensure the fullest inclusion of all Association members, with particular attention to those members whose voices and experiences have historically been absent from the Association.

The Communication Committee shall:

- Maintain and enhance Association communications by
 - providing 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;
 - determining appropriate media and developing strategies for communicating information to the membership and external audiences in accordance with the Association's Communications Plan and related Policies, including the creation of an annual yearbook which may be contracted out; and
 - providing support and resources to enhance the Associations regular communications channels (e.g. providing content for *Weekly Bulletins* and directly supporting the communication efforts of all MRFA Standing Committees)
- supporting leadership succession planning and annual nomination processes, including encouraging members' direct involvement and participatory engagement in the work of the committee; and,
- preparing a report for the AGM 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 Finance Officer annually or at the request of the committee. Administrative support will be provided by the MRFA Senior Administrative and Faculty Relations Officer.