



Canadian Association of Government Finance Officers

Communications Committee Terms of Reference

Purpose:

The Communications Committee (CM) functions as a support to the Executive Director for all levels of communications .

Functions:

The Communications Committee is responsible for:

1. Building a Strategic Communications Plan for CAGFO in general and specifically for its annual conference, events and educational products.
2. Developing, updating and monitoring the CAGFO's Strategic Communication's Plan and its' implementation by staff.
3. Building communications policies, social networking accounts, and electronic discussion groups, as well as recommending new ways for the CAGFO to communicate with its members and other interested parties through alternative communication platforms.

Members:

1. Up to four (4) members from the Board of Directors and/or volunteers from the membership
2. The Executive Director and the Manager of Operations

Length of Term:

1. A one-year term with the possibility of renewal for a second two-year term.

Frequency of Meetings:

The committee will meet once a month or at the call of the chair by teleconference, On-line portal or in person as budget and agenda allow.

Reporting Responsibility:

1. The Communications Committee reports to the Board of Directors at the annual Board of Directors meeting. Additional information or updates may be communicated to the Board of Directors by e-mail, mail or fax when appropriate.
2. All meetings shall be documented, with minutes circulated and preserved.