

NEW BRUNSWICK HOSPICE PALLIATIVE CARE ASSOCIATION

Terms of Reference
Communications Committee

Authority:

This committee is accountable to the NBHPCA Board and is governed by the By-laws of the NBHPCA and its Board of Directors.

Purpose:

To develop and share information and resources with the members, other professionals and the general public (Bylaw 13.2).

Function:

To help with the preparation of media packages/press releases, and other communication materials and activities decided upon by the Executive/Board.

To update information on the Associations website on an ongoing basis.

Membership:

Directors can serve no more than 2 consecutive terms (each term shall be for 2 years). After 2 years, they shall be eligible for re-election (Bylaws 9.4; 9.5(b)).

Committee chair must be a member of the Board of Directors.

Other members can come from the Board of Directors or membership.

Commitment should be for at least 2 years.

Meetings:

An agenda will be available at each meeting.

Minutes will be kept of all meetings

A report of the meeting will be presented at the next Board meeting

Will meet at least 3 times/ year via teleconference or face to face.

The Chair will be a member of the Board of Directors, other members can come from the Board or membership.

Commitments should be for at least 2 years.

Quorum:

No business shall be transacted at any meeting of the Association unless a quorum of members is present at the commencement of such businesses and such quorum shall consist of 1/3 of the members (Bylaw 8.5).

Developed and Approved by NBHPCA Communications Committee
Approved by NBHPCA Board of Directors

December 2017
February 2018