

## **TERMS OF REFERENCE CVRP COMMUNICATIONS COMMITTEE**

The Communications Committee is a special committee appointed by the Board of Directors of CVRP, in accordance with By-Law No. 1, Article 9. Reference regarding the Terms of Reference of this Committee may also be made to Guidelines for CVRP Boards / Committees.

### **PURPOSE:**

- To facilitate achievement of the communication goals of the College with respect to the general public, CVRP members and the vocational rehabilitation profession as a whole, including employers and stakeholders.

### **DUTIES:**

- To Implement the Communications Strategy associated with the Primary Action Plan (PAP) of the College.
- To work with Board Members and speak to unique regional needs. Regions include:
  - Pacific – British Columbia
  - Western and Arctic – Alberta, Saskatchewan, Manitoba, Yukon Territory and North West Territory
  - Atlantic and North East – Nova Scotia, New Brunswick, Newfoundland and Labrador, Prince Edward Island and Nunivut
  - Quebec
  - Ontario
- To formulate Communication Action Plans for the Board of Directors.
- To review annually or as required the Primary Action Plan, Communications Plans, Communications Budget and the Communications Committee Terms of Reference and submit reports and recommendations to the Board of Directors.
- To assist the Executive Director with the production, delivery and dissemination of CVRP communications, including materials and media as required.

### **REPORTING RELATIONSHIP:**

- Report to the Board of Directors through the Committee Chair.

### **COMMITTEE COMPOSITION:**

- The Communications Committee is composed of seven (7) CVRP members in good standing, appointed by the CVRP Board of Directors and is inclusive of one member from each of the six (6) regions and one member from the Board of Directors, with one member acting as Committee Chair.

### **TERM OF OFFICE:**

- The term of office for Committee members is two (2) years, renewable at the discretion of the Board of Directors, with a maximum of years of six (6) years that may be served.
- If a member of the Committee is unable to complete their term or is disqualified from serving on the Committee as per By-Law No. 1, Article 9, CVRP executive representatives shall, upon consultation with the Committee Chair, appoint a successor as soon as possible after the Committee position has been vacated.
- Committee members assigned to replace the vacated member will serve for the duration of the original member's term, in accordance with CVRP By-Laws, with renewal following completion of that term to be at the discretion of the Board of Directors.

### **CHAIR RESPONSIBILITIES:**

- To seek input from Committee members on projects and meeting agenda items and to prepare preliminary agendas. Where meetings are scheduled, the agenda is to be distributed electronically five (5) days prior to the meeting.
  - Preference is given to electronic communications within the Committee for communications required outside of scheduled meeting times; scheduled meetings are held via tele-conference / videoconference.



- To set committee meetings by teleconference or videoconference, as facilitated by the Executive Director.
- To ensure adherence to CVRP By-Laws, Governance Policies and Procedures and Board / Committee Guidelines relating to meetings and member participation, in accordance with appropriate parliamentary procedures.
- To communicate with the Board of Directors via the Executive Director.
- To prepare and submit the Committee's annual report to the Board of Directors, with the assistance from the Committee members.

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