



Report of the Communications Committee to the AGM

April 19, 2022

1. In November, the Board of Directors approved the formation of a communications committee. The members chose Stewart Cameron to be the first chair of this committee.
2. The members of the committee have presented a set of terms of reference and some proposed operating principles to the board. While these have been accepted by the board, they are working documents and they are being put forth here for comment by the members of the ADRP.

ADRP Communications Committee

Terms of Reference

Purpose

To support the mission of the Association of Dalhousie Retirees and Pensioners by facilitating and ensuring the integrity of messaging to members.

The committee will coordinate and maintain the consistency of all print and electronic media made available to the membership.

Membership

The president, ADRP (*ex officio*)

The membership committee chair

The newsletter editor

The webmaster

The associate webmaster

Chair

The committee will be chaired by either the Newsletter Editor or Webmaster, as chosen by the members.

Scope

Content in mass emails, newsletters and on the website must be vetted in advance by the committee.

Reporting

The Communications Committee reports to the board of the ADRP

Meeting

The committee will meet monthly or as required. It is expected much of the work can be done via email. A quorum will comprise 50% of the committee members. Decisions and recommendations will ideally be made by consensus, but where required, a 50% majority will carry the vote. Notes of decisions will be kept and submitted to the board at monthly meetings.

Operating Principles

Purpose

Communication is essential for sharing association news and information with our members and maintaining a positive public image. Our communication will be timely, appropriate, and related to ADRP business. Communications through mail and electronic means, and the handling of media enquiries, will be exclusively done by members of the board of directors or their delegates.

Our communication will protect members' privacy, maintain clear boundaries, and ensure that bullying and harassment do not occur.

A webmaster will be appointed to provide accountability and control over material published on our club's website. The webmaster will sit on the Communications Committee and the ADRP Board.

- Our website will include current information on our executive, committees, policies, constitution, rules and by-laws, minutes, and social events.
- Our website will include select information of potential interest to members.
- No offensive or disrespectful content will be published.
- We will seek feedback from members to improve the information available on the site.

A newsletter editor will be appointed. That person will sit on the Communications Committee.

- The newsletter will be posted on the website and distributed by mail to members who request this
- The newsletter will emphasize information of interest to our members and will seek member contributions.
- The newsletter will not accept advertising, whether paid or unpaid
- We will not make our mailing list available to outside parties

Respectfully submitted,

Stewart Cameron