

Coaldale Chamber of Commerce
Communications Committee Terms of Reference

Updated: September 18, 2019



- Name: **Communications Committee (Comms)**
- Authority: The Comms Committee was established by the board of directors of the Coaldale and District Chamber of Commerce. These terms of reference were defined on September 30, 2019 and are to be reviewed at least every two years.
- Purpose: The Comms Committee exists to communicate with Chamber members; local residents and other non-Chamber members
- Membership: The Chairperson of the Comms committee will be an elected member of the board of directors and is appointed to the committee chair by the Chamber President. The members of the committee are selected by the committee chair and are to be general Chamber members. Volunteers from the general public may be utilised for specific tasks.
- Term: Each Committee member, including the chair, will serve for a term of one year.
- Duties:
1. Set up; monitor and manage the Chamber Website
 2. Set up; monitor and manage Social media
 3. Develop information and reporting packages
 4. To prepare a budget for the committee, outlining both projected revenues and expenses, and submit this to the Board of Directors for approval as part of the Chamber budget process.
 5. To follow the budget as approved
- Meetings: Meetings of the Comms Committee will be held on an as needed basis, as determined by the chairperson. The chairperson is responsible for the agenda and minutes are to be recorded. These minutes (report) should be provided to the Board of directors for the next available board meeting.
- Reporting: A monthly report is to be submitted to the Board of Directors.