

# TEMAGAMI FIRST NATION



BEAR ISLAND  
LAKE TEMAGAMI, ONTARIO P0H 1C0  
TEL 1.888.737.9884 or 705.237.8943  
FAX 705.237.8959  
[www.temagamifirstnation.ca](http://www.temagamifirstnation.ca)



## TFN COMMUNICATIONS COMMITTEE CALL FOR COMMITTEE MEMBERS

Temagami First Nation is currently accepting applications for membership in a  
**Communications Committee.**

This is a new committee, approved by TFN Council.

The Committee will consist of five (5) members; the Communications Officer, one Ex Officio TFN Councillor, and three (3) community members. The objective of this Committee is to maximize communications efficiency within the TFN organization, culminating in a comprehensive Communications Strategy.

Please respond in writing, with a brief explanation of why you wish to serve on this committee including any related communications experience.

If you would like more information, the Terms of Reference for the committee can be found at [www.temagamifirstnation.ca](http://www.temagamifirstnation.ca), or you may call Daisy Fannin at (705) 237-8943.

Applications can be mailed to Daisy Fannin, Communications Officer, Temagami First Nation, Bear Island, ON P0H 1C0, faxed to (705)237-8959 or emailed to [communication@temagamifirstnation.ca](mailto:communication@temagamifirstnation.ca).

**Please submit by February 28, 2017.**

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## **Terms of Reference** **Communications Committee**

### **Purpose and Scope**

- The Communications Committee exists for the purpose of developing and implementing a Communications Strategy, to be completed and implemented by December 31, 2017. This Strategy will be developed with the supervision and input of the Executive Director. The final version of the Strategy, and any amendments post-final, will be approved by the Executive Director prior to execution. Timeline and execution of the Strategy Plan will be developed by the Communications Committee.
- The Communications Committee will work with and advise the Communications Officer on the development and implementation of projects, research, issues, or matters related to the Communications Strategy and its objectives. This work will include consultation with community members in a structured manner as needed.
- Members of the Communications Committee may be tasked with work in support of the objectives of the Communications Strategy. The work performed will be compensated for in form of honourariums, amount of which to be determined by the Executive Director. The Executive Director will use the Finance Policy and similar honourariums issued to determine the amount given in relation to work performed.
- The Communications Committee will submit monthly reports to the Executive Director, dates TBD.
- The Communications Committee may continue to exist for a specified time or indefinitely after December 31, 2017 if there is sufficient reason to do so. This will be determined by the Executive Director in cooperation with the Communications Committee members.

### **Meetings**

- The Communications Committee shall hold monthly meetings.
- The Chair may call for additional special meetings for time-sensitive or critical matters.
- Attendance: Committee members are expected to attend all meetings prepared to participate fully in the meeting.
- Quorum shall be a majority of the committee members, or, in the case of an even number of committee members, at least half must be present.
- The meeting will be formal as the following agenda:
  1. CALL TO ORDER

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2. ADOPT AGENDA
  3. DECLARATION OF PECUNIARY INTEREST
  4. PROJECTS
  5. DELEGATIONS
  6. COMMUNICATIONS OFFICER REPORT
  7. COMMITTEE MEMBER'S REPORTS (As Needed)
  8. REGULAR BUSINESS
  9. CORRESPONDENCE
  10. NEW BUSINESS
  11. ADJOURNMENT
- The Communications Committee meetings shall be open to the public.

## **Membership**

- The Communications Committee shall consist of a maximum of five (5) members: one member of Council, the Communications Officer, and three (3) appointed members from the Community. One (1) of the three (3) members from the Community will have career experience in Communications and the ability to mentor the Communications Officer.
- The Chair of the Communications Committee shall be selected on an equal rotation basis, allowing each member to act as Chair.
- The Chair of any particular meeting may select an Acting Chair, as required, for a meeting or part thereof, for example in the case of a conflict of interest.