



TEMAGAMI FIRST NATION

BEAR ISLAND,
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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 March 31, 2021. 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 asked to perform tasks in support of the objectives of the Communications Strategy. The task work performed will be compensated for in form of honourariums, amount of which is 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 may continue to exist for a specified time or indefinitely after March 31, 2021 if there is sufficient reason to do so, i.e. to monitor new communications protocols. 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, arrive on time, and prepared to participate fully in the meeting.
- Quorum shall be a majority of the committee members, or, in the case of an

ADMINISTRATION DEPARTMENT

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even number of committee members, at least half must be present.

- The meeting will be formal as the following agenda:
 1. CALL TO ORDER
 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 six (6) members: one member of Council, the Communications Officer, and four (4) appointed members from the Community. One (1) of the four (4) 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.