# **(BLANK) Chapter**

# **Communications Chair Committee Terms of Reference**

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| **TERMS OF REFERENCE** | |
| MANDATE OF COMMITTEE: | As per Schedule 3: Chapter Governance and Operating Terms, Section 13 Chapter Position Roles, 13.6 Chair, Chapter Communications.  The Chapter Communications Chair shall chair the Chapter Communications Committee, if any, formed under Section 16.1. The Chapter Communications Chair and Committee shall encourage Chapter Member engagement by keeping Chapter Members informed of the operating plans in support of the Chapter Mandate, and Association initiatives (such as the annual conference). |
| REPORTING RELATIONSHIPS AND REQUIREMENTS: | * The Chapter Communications Chair of the (BLANK) Chapter Board will oversee and guide the work of the Chapter Communications Committee * All Committee members report to the Chapter Communications Chair |
| COMMITTEE RESPONSIBILITES: | The Communications Chair and their committee is responsible for:   * All volunteers are to sign off on the HRPA Code of Conduct through HRPA Online Communities * Use of the HRPA email communication platform to send updates and notices to chapter members, produce content and upload to platform for HRPA staff to approve   + All weekly content submitted for review/approval by Thursday at 12:00 pm * Use HRPA provided account details to post through Chapter Social Media accounts * Commit to maintaining HRPA brand standards and brand management practices * Work with your Chapter Experience Coordinator to request website updates * Use Chapter Graphic Templates to create Chapter graphics   Complete the appropriate LMS modules within the first month of role |
| **HRPA STAFF RESPONSIBLIITIES** | * Support Chapter Communications Committee with website updates * Support Chapter Communications Committee with Chapter Emails * Host Chapter Communication calls |
| **MEMBERSHIP:** | The Communications Committee (if needed) is comprised of volunteer members depending on the size of the chapter (with a maximum 5).   * Chapter Communication Committee volunteer vacancies are filled in accordance with Schedule 3: Chapter Governance and Operating Terms (section 16) for a term of 1 year. * HRPA Staff and the Chapter Chair are ex-officio to all chapter committees. * As listed in Schedule 3: section 16.2 of our Chapter Governance & Operating Terms, Chapter Committee Membership and Terms - The Chapter Committee Membership term is 1 year starting July 31st. |
| **BUDGET AUTHORITY** | * Not Applicable |
| **MEETINGS** | * At least (BLANK) Chapter Communication Committee meetings will be held during the business year. These meetings may be held in person or virtually within the prescribed budgetary framework. * Meeting notes and committee documentation is to be hosted in HRPA’s online Chapter Board Directors community. * Approximate x volunteer hours per month. * As listed in Schedule 3: section 16.5 of our Chapter Governance & Operating Terms, Deemed Resignation - No Chapter Volunteer shall be absent for more than three (3) consecutive Chapter Committee Meetings without reasonable cause. Should this occur, such Chapter Committee Member is deemed to have resigned from the Chapter Committee. |

Communication Committee Terms of Reference Approved by:

(BLANK) Chair, Chapter Communications Committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (printed name) \_\_\_\_\_\_\_(date)

HRPA Staff\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (printed name) \_\_\_\_\_\_\_(date)