

ELK ISLAND PUBLIC TEACHERS  
THE ALBERTA TEACHERS' ASSOCIATION LOCAL 28

**COMMUNICATIONS COMMITTEE  
COMMITTEE FRAME OF REFERENCE - Created 2018**

**Preamble**

The Communications Committee exists as a sub-committee of Elk Island Local No. 28 to facilitate communication (subject to direction and approval by the Local President and/or designate) between the Local Association and its members, amongst the membership itself, and with the community at large.

**1. Membership**

1.1 The Communications Committee shall consist of nine members, including

1.1.1 The Committee Chair (Local Communications Officer) elected by the membership at large.

1.1.2 The Local President, an ex officio member

1.1.3 Seven members at large elected by Local Council.

**2. Elections**

2.1 The Communications Committee Chair shall be elected for a one-year term by the general membership and holds the role of Local Communications Officer.

2.2 Seven members at large shall be elected for one-year terms by the general membership.

**3. Tenure**

3.1 The term of office for members shall commence July 01.

3.2 Should a vacancy occur prior to the expiration of the term of office, a new member will be elected at the next regular meeting of the Communications Committee. The successful candidate shall complete the remainder of the unfilled term.

3.3 Absence from three meetings without reasonable cause or consent will result in that position being declared vacant by a motion of the committee. The member shall be informed of the committee's decision by the Chair/LCO. A by-election shall be called in order to fill the vacancy, subject to 3.2.

**4. Executive**

4.1 The executive of the Communication Committee shall consist of

a) the chair/LCO

b) the vice-chairperson

c) the secretary

4.2 The positions of vice-chairperson and secretary shall be elected by the Communication Committee at the first meeting of the school year.

**5. Meetings**

5.1 Meetings shall be called at the request of the Chair/LCO or a majority of the committee

5.2 Meeting agendas will be set and distributed by the Chair/LCO before each meeting. Committee members may submit agenda items to the Chair.

- 5.3 All members are expected to attend meetings called by the Chair/LCO.
- 5.4 Quorum will be 3 attending members plus the Chair/LCO.
- 5.5 Minutes of each meeting shall be recorded by the committee secretary and forwarded to the President and Local Secretary.

## **6. Finances**

- 6.1 The Communications Committee shall be financially supported by Elk Island Local No. 28.
- 6.2 The Chair/LCO shall prepare and submit a draft budget for approval to Table Officers prior to acceptance at the Annual General Meeting.
- 6.3 The Chair/LCO shall submit monthly financial statements to the Treasurer.
- 6.4 The Chair/LCO shall disclose all financial records upon request to the Treasurer for the purpose of regulatory compliance.
- 6.5 The Chair/LCO will oversee and authorize expense claims for Communication Committee activities as regulated by the Communication Committee expense budget lines and submit to the Treasurer; notwithstanding the Treasurer may at any time perform an internal audit of expenses and claims of the committee.

## **7. Duties and Responsibilities**

- 7.1 The Communications Committee chairperson shall:
  - 7.1.1 serve on and answer to the Executive Committee while being a voting member.
  - 7.1.2 act as the official Local Communications Officer on behalf of Elk Island Local No. 28 as authorized by the Local President or designate. The position of LCO is responsible for keeping members informed of Local events and Provincial news; subject to the direction and approval by the Local President and/or designate.
  - 7.1.3 act as the official web manager for Elk Island Local No. 28, as authorized by the President and/or designate and manage all social media access.
  - 7.1.4 attend Summer Conference as the Local Communications Officer as the official representative of Elk Island Local No. 28 as authorized by the Executive Committee.
  - 7.1.5 perform other assigned duties as delegated by the Executive Committee.
  - 7.1.6 Any data of a sensitive nature that allows the access to and modification of the Local 28 website and social media links shall be kept
    - 1. In hard copy form by the LCO
    - 2. In secure storage with the Local 28 Administrative Assistant in a secure location known to the Local President and/or designate
  - 7.1.7 In the event of a loss of the LCO local supplied computer all sensitive information shall be accessed and changed in each of the secure storage points. As well, such loss will be reported to the privacy officer of the Alberta Teachers Association.
  - 7.1.8 In event of an interruption of use of the LCO local supplied computer as a result of an operational failure for which repair is not possible. All sensitive information shall be accessed and changed in each of the secure storage points. As well, such loss will be reported to the privacy officer of the Alberta Teachers Association.
  - 7.1.9 All user passwords and login information shall be changed on a recurring basis (3 months) with all records pertaining to this information updated at the same time.
- 7.2 The Communications Committee responsibilities include:
  - 7.2.1 aide with the production and distribution of a regular issue-based Local Association publication (The Bugler) as authorized by the Local President and/or designate in

keeping with the standards, content, and guidelines provided by Provincial Executive Council and the Alberta Teachers Association.

7.2.2 assist the President, Executive, and Local Council in developing and implementing public relations programs and events.

7.2.3 develop and coordinate plans to promote Local 28's projects and activities to Local teachers and the public as authorized by the Local President and/or designate.

7.2.4 coordinate communications and promotions with other Local committees and other outside organizations.

7.2.5 is responsible for collecting survey data and information for the Local from its members, outside organizations and the public as may be deemed necessary by the Local President and/or designate upon conferral to the Executive Committee.

7.2.6 maintain and monitor interactive functions, links and usage on the website, social media links and tags for any sign of fraudulent use or access, upon which such disclosure will be made to the Local President and/or designate, District Representative and Executive Committee.

7.2.7 monitor and share relevant education links in support of PD funds.

Approved by Local Executive September 28th, 2018

Approved by Local Council October, 2018