

**Terms of Reference
Communications Committee
University of Prince Edward Island Faculty Association**

1 General

- 1.1 There shall be a standing committee of the University of Prince Edward Island Faculty Association (UPEIFA) known as the Communications Committee which shall perform the functions and have the responsibilities outlined in these Terms of Reference.
- 1.2 The Committee shall consist of at least five (5), but not more than seven (7) members, each serving a two-year, renewable term (initially staggered) that begins on the day following Spring Convocation. One Committee Member shall serve as *the FABric* Editor and one Committee Member shall serve as the FA Website Coordinator.
- 1.3 The Chair or a Co-Chair of the Committee shall be appointed by and from the Executive Committee.
- 1.4 Committee members will normally be elected at a UPEIFA General Meeting. If necessary, appointments shall be made by the Executive Committee to ensure the complement as specified in 1.2.
- 1.5 The Committee shall meet at least twice during the year. At other times, business of the Committee may be conducted by email.
- 1.6 The quorum for all meetings of the Committee shall be at least one half of the total number of Committee Members.
- 1.7 Generally, issues are decided by consensus, but if necessary, shall be decided by a simple majority of votes, with any question failing in the case of a tie vote. The Chair shall have the full right to vote on all issues.
- 1.8 All other matters of procedure of the Committee shall be determined by the Committee.
- 1.9 The Committee shall be directly responsible to the Executive Committee through its Chair who shall report to the Executive Committee.
- 1.10 The Chair shall report to the general UPEIFA membership on activities of the Committee at least once a year, and as requested by the Executive Committee.
- 1.11 All Committee Members shall be indemnified by the Association for all legal costs and claims for damages incurred as a consequence of their actions carried out on behalf of the Association as long as such actions were taken pursuant to the provisions of these Terms of Reference.

2 Committee Role and Functions

The Committee shall liaise with the Executive Committee to develop a communication plan for its various constituent groups and shall be responsible for coordinating the implementation of the UPEIFA communication plan. This includes, but is not limited to:

- developing a communications policy
- drafting and recommending revisions to the UPEIFA Personal Information and Privacy Policy
- drafting and recommending revisions to the Standard Information Package for Candidates (as provided for in the Collective Agreement)
- maintaining the UPEIFA website
- preparing and distributing the UPEIFA newsletter (*the FAbrik*)
- maintaining a current roster of Communication Representatives in the various departments across campus and coordinating the activities of these Representatives
- developing strategies for communicating with various constituent groups
- periodically reviewing these Terms of Reference
- other roles and functions which may be assigned by the Executive Committee