

# NEW BRUNSWICK HOSPICE PALLIATIVE CARE ASSOCIATION

## Terms of Reference Communications Committee

### **Authority:**

This committee is accountable to the NBHPCA Board and is governed by the By-laws of the NBHPCA and its Board of Directors.

### **Purpose:**

To develop and share information and resources with the members, other professionals and the general public (Bylaw 13.2).

### **Function:**

To help with the preparation of media packages/press releases, and other communication materials and activities decided upon by the Executive/Board.

To update information on the Associations website on an ongoing basis.

### **Membership:**

Directors can serve no more than 2 consecutive terms (each term shall be for 2 years). After 2 years, they shall be eligible for re-election (Bylaws 9.4; 9.5(b)).

Committee chair must be a member of the Board of Directors.

Other members can come from the Board of Directors or membership.

Commitment should be for at least 2 years.

### **Meetings:**

An agenda will be available at each meeting.

Minutes will be kept of all meetings

A report of the meeting will be presented at the next Board meeting

Will meet at least 2 times/ year.

The Chair will be a member of the Board of Directors, other members can come from the Board or membership.

Commitments should be for at least 2 years.

### **Quorum:**

No business shall be transacted at any meeting of the Association unless a quorum of members is present at the commencement of such businesses and such quorum shall consist of 1/3 of the members (Bylaw 8.5).

Developed and Approved by NBHPCA Communications Committee

Approved by NBHPCA Board of Directors

Revised by NBHPCA Communications Committee

Approved by NBHPCA Board of Directors

December 2017

February 2018

November 2022

December 2022