

TERMS OF REFERENCE

COMMITTEE NAME: Internal Communications Standing Committee

GENERAL PURPOSE:

As established in the Electrical Contractors Association of Alberta bylaws, the Internal Communications Committee is a Standing Committee reporting to the Board through the Ways and Means Committee. Internal Communications refers to any form of communication between the Electrical Contractors Association of Alberta and its members. Reporting via its chairperson, the Internal Communications Committee assists the Board in its function of communications by:

- Recommending, implementing and evaluating internal operational communications policies
- Developing and monitoring operational internal policies
- Developing long and short term internal communication plans
- Monitoring and evaluating the Association's internal communications programs.
- Advising the Board on communications options, based on committee research and evaluations

DUTIES/ASSIGNMENTS:

The Internal Communications Committee is assigned the following tasks during the period of these terms of reference:

1. To review all current internal operational communications policies and submit recommendations to the Board for changes and additions.
2. This review will include findings of the Strategic Planning Process as it relates to this committee.
3. To examine and meet the need of differing identifiable sectors of importance to the Association and its members. In doing this, the Internal Communications Committee and its subcommittees will:
 - Research and evaluate the communications needs of the members
 - Review current public relations programs as they relate to internal communications
 - Develop communications plan recommendations as they relate to internal communications
 - Monitor and evaluate the above programs and prepare recommendations to the Board for improvements, if necessary.
4. To prepare an annual operating plan including a budget
5. To prepare a written report for each board meeting relating to progress towards stated goals and objectives and budget spent.
6. To prepare an Internal Communications Committee report for the Annual General Meeting.
7. To prepare a yearly evaluation of the committee's accomplishment of these terms of reference, recommending changes and amendments for the following year.

APPOINTMENT AND COMPOSITION

All committee will reflect a Provincial and Regional Chapter Membership.

The Board shall appoint, by motion, committee members recruited from the general membership. Additional members may be added from target partners. As board liaison will be appointed on an annual basis.

TERMS OF REFERENCE

COMMITTEE NAME: External Communications Committee

GENERAL PURPOSE:

As established in the Electrical Contractors Association of Alberta bylaws, the External Communications Committee is a Standing Committee reporting to the Board through the Ways and Means Committee. External Communications refers to any form of communication and its stakeholders or the general public. Reporting via its chairperson, the External Communications Committee assists the Board in its function of communications.

DUTIES/ASSIGNMENTS:

The External Communications Committee will undertake the following duties:

1. To review all current external operational communications policies and submit recommendations to the Board for changes and additions.
2. This review will include findings of the Strategic Planning Process as it relates to this committee
3. To identify and evaluate the effectiveness of the Association's external communications to its target partners as identifies in the Association's Framework Statement. This review will include member surveys within the profession as well as sample programs of other provincial associations and professional groups.
4. To develop recommendations to the Board for a plan of external communications that meets the needs of both the members and the target partners.
5. To implement, monitor and evaluate an external communications program
6. To prepare an annual operating plan including a budget
7. To prepare a written report for each board meeting relating to progress towards stated goal s and objectives and budget spent.
8. To prepare an annual committee report for the Annual General Meeting
9. To prepare a yearly evaluation of the subcommittee's accomplishment of these terms of reference, recommending changes and amendments for the following year.

APPOINTMENTS AND COMPOSITION

All committees will reflect a Provincial and Regional Chapter Membership

The Board shall appoint, by motion, committee members recruited from the general membership. Additional members may be added from target partners, A board liaison will be appointed on an annual basis.