

Draft Anderson School PAC Communications Committee Terms of Reference

Mandate: To develop, organize, continuously review and improve communication policies, structures, and methods for Anderson PAC.

Chair/Lead: TBA

Committee Members:

- A chair/lead
- the PAC's elected secretary(ies)
- any other interested members
- Members can be added on an ongoing basis to carry out the committee's mandate and responsibilities.

Responsibilities:

- To establish interested membership and select a chair/lead for this committee
- To find and review effective, practical, and feasible modes of communication
- To propose effective, practical, and feasible modes of communication to PAC
- To regulate and monitor modes of communication
- To ensure PAC communications align with privacy guidelines as per FOIPPA and FIPPA
- To nurture and encourage a safe and respectful discourse within PAC membership
- To draft, edit, and publish (pending PAC approval) PAC notices, newsletters, and notifications on behalf of PAC to the wider Anderson parent and caregiver community
- To carry out other tasks directed by PAC as related to communications

Reporting and Timeline:

- The chair/lead of this committee will report to the PAC once a month at meetings, at which time they will review all work and planning to date. The chair/lead will report in person, if possible, and will make all updates, notes, and research available to the PAC on request.
- The Committee will make every effort to meet the following timeline:
 - February 20, 2024: Research and provide recommendations for effective communication policies, structures and modes to PAC.
 - April 16, 2024: Pending PAC approval, begin to enact communication policies, structures, and modes of communication

Financial responsibilities:

Propose communication budget as needed (eg. for web-based applications). Pending approval of a budget for expenditures, the chair/lead will keep a running account of all expenditures and submit invoices and receipts to the PAC Treasurer.

Decision-making:

PAC membership that attends meetings will decide on recommendations submitted by this committee through motions and votes.