



## Communications Committee Terms of Reference Policy

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Objective: To set the Terms of Reference for the SEAWA Communications Committee (hereafter, “the Committee”) as sanctioned by the SEAWA Board of Directors.

Context: The Committee ensures all communication efforts align with the SEAWA vision and mission, SEAWA bylaws, and the current Business Plan. It also provides advice or comments of policy documents or initiatives that may require editorial input.

Authority: The Committee derives its Authority through the Bylaws, through delegation of responsibilities from the Board, through these Terms of Reference, and through passed motions.

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Name: SEAWA Communications Committee

Type: The Committee is of a standing nature.

Chair: The Chair of the Committee is chosen by Committee members and endorsed by the Board. The Chair does not need to be a SEAWA Director.

Purpose: To act as a link to SEAWA members and stakeholders of the SEAWA watershed for the purpose of education and general communications. Key areas include: promoting awareness of issues and activities affecting the watershed and water resources of our watershed; profiling the work of SEAWA in our watershed; and fostering cooperation, communication, and shared visioning with stakeholders and agencies with responsibility for watershed management in our watershed.

To develop the objectives of SEAWA communications, develop and oversee requests for proposals for communications consultants, develop content and messaging in partnership with the Executive Director, and create and present concepts and ideas for community outreach, engagement and communication in an Annual Communications Plan for the review by the Board.

To provide advice or comments on SEAWA policy documents and initiatives that may require editorial input.

Decisions: Decisions of the Committee will be by consensus and will be forwarded to the Board of Directors as a recommendation for final approval. If Committee consensus is not possible, decisions will be made based on voting as identified for the Board in the bylaws. Dissenting opinions will be recorded upon request.

A quorum is considered to be 50% plus 1 of the confirmed Committee membership. Meetings can proceed with less than quorum, although decisions can only be made when quorum is present.

Responsibilities:

Fulfill the Purpose as stated above.

Elect a Chair or Vice-Chair from their membership for a two-year term. The Chair and/or Vice-Chair will be responsible for providing updates to the SEAWA Board of Directors.

The Committee must consider the SEAWA bylaws, current Business Plan, and any specific instructions from the Board of Directors in the ongoing work of the Committee.

The Committee is not the media conduit for the organization.

Composition: The Committee shall be comprised of two or more SEAWA Directors, the Executive Director, and may recommend the appointment of at least three (3) additional members from the general membership.

To the extent possible, the Committee shall include members who have experience relevant to the work and/or experience on the Committee.

A new member may be nominated by two Committee members and/or Board members. The Board of Directors will approve the membership of the Committee.

The term for Committee members is indefinite; as long as they are on the Board of Directors or appointed by the Board of Directors and willing to participate according to SEAWA's Guiding Principles and the Terms of Reference Policy.

Resources: SEAWA staff will be responsible for coordinating all logistics for meetings and ensuring meeting notes are recorded.

Financial resources will be allocated as indicated in the SEAWA budget, grants and contractual agreements. All financial resource requirements will be proposed to and approved by the SEAWA Board of Directors. Any additional resources will be proposed to the Board of Directors as they arise.

Meetings: The Committee meets as required at the discretion of the Chair and may do so in person, conference call or on-line.

A SEAWA staff will record minutes, including actions and decisions, in a succinct and unbiased manner, and they will be distributed in a timely manner. Meeting minutes will be approved at the following Committee meeting.

Agendas will be prepared by the Executive Director or SEAWA staff and Committee Chair. Draft agenda will be circulated to the members for comment prior to meetings.

Meetings will be held as workload and availability dictates. Members who are unable to attend the meeting should inform the Executive Director or Chair as soon as possible.

Approval Date:

April 27, 2017 at Board of Director's meeting.

Review Date:

Annually, next review April, 2018.

Amended and approved: June 8, 2017