

THE COMMUNICATIONS SUBCOMMITTEE OF PAFSO EXECUTIVE COMMITTEE TERMS OF REFERENCE

1. Purpose and Role of the Communications Subcommittee

Pursuant to article 6(g) of PAFSO Constitution, PAFSO operates a Communications Subcommittee of the Executive Committee (hereafter Communications Subcommittee or Subcommittee) for the purpose of promoting recognition and awareness of PAFSO as an organization defending the interests of its members in addition to communicating with members on PAFSO's activities.

The Communication Subcommittee reviews all communication matters, makes proposals to the Executive Committee, and makes decisions pursuant to these Terms of Reference.

Communication matters are divided as:

Internal: Transmission of information between the PAFSO and its members which can include but is not limited to PAFSO's newsletter to members, social media interactions, and PAFSO's member's network.

External: Transmission of information between the PAFSO and the organization's external environment, including but is not limited to the PAFSO's website, the media, social media interactions, and official correspondence with the Employer, including Departmental representatives and other external parties outside of the PAFSO membership.

2. Composition of the Subcommittee

Members of the subcommittee shall be the President, the Vice President of External Communications and the Vice President of Internal Communications. The Executive Director shall designate one or more Office staff as members of the Communications Subcommittee. The President may designate additional members of the Executive Committee as members of the Communication Subcommittee.

The Vice President of External Communications and the Vice President of Internal Communications shall Co-chair the Subcommittee.

3. Activities of the Subcommittee

The Subcommittee shall undertake the following activities on a recurring basis:

- Identifying, evaluating and periodically updating PAFSO's communications needs, priorities, plans, and initiatives through appropriate consultation;
- Providing broad guidance on content and supporting the efforts and communication needs of other PAFSO subcommittees, working groups, and the President;
- Consulting with relevant subcommittees and PAFSO officials prior to approving content;
- Ensuring that each Subcommittee member is informed on matters affecting PAFSO;

- Responding to media enquiries in a timely manner, updating PAFSO's website, generating news releases, participation on social media, and periodically sending out information to members.
- Providing periodic reports and updates to the Executive Committee on communications;
- Identifying and communicating to the Executive Committee the annual budgetary requirements related to the delivery of communications;
- Developing and proposing policies and changes thereto in relation to communications for approval of the Executive Committee.

4. Authority of the Subcommittee

Following the appropriate consultation and prior to release, all PAFSO external and internal official communications must be approved by the Vice-President of External Communications or the Vice-President of Internal Communications respectively, along with the delivery mechanism and time of release. The President may act as an alternate approver.

Distribution of external or internal communication should be sent on official stationary or from PAFSO's electronic account(s). Where this is not possible, an Executive Committee member may use their personal electronic account; however the sender must seek approval in writing from the appropriate Vice-President of Communications or President in advance.

Executive Committee members engaging in internal or external communication in an individual capacity on issues related to PAFSO should clearly specify that the content is their personal opinion and does not necessarily reflect the official position of PAFSO.

5. Official Languages

Pursuant to article 3 of the PAFSO Constitution, English and French shall be the official languages of the Association and communication for external or internal consumption should be in a bilingual format, either in whole or in part.

6. Amendment, Modification and Variance

These Terms of Reference may be amended, modified or varied in writing by a decision of the Executive Committee of PAFSO.