



**Nikkei Cultural Society of Lethbridge and Area
Communications Committee — Terms of Reference**

	TERMS OF REFERENCE
NAME & TYPE OF COMMITTEE	- Communications Committee is a standing committee of the Nikkei Cultural Society of Lethbridge and Area (NCS). The committee reports to the NCS Board of Directors.
GENERAL PURPOSE	-Communications Committee develops and implements effective communication plans in support of NCS's objectives.
KEY RESPONSIBILITIES AND DUTIES	-To generate a higher community profile for NCS. -To ensure information about NCS projects/events is communicated in a timely fashion using a broad range of print and digital media channels. -To review and maintain the NCS website.
COMPOSITION AND APPOINTMENTS	-Shall consist of a chairperson who is a current Board member and at least two other members in good standing, one of which must be an NCS director -Appointment of the Chairperson shall be for a minimum of one year.
MEETINGS	-Meetings will occur as frequently as required to conduct the key responsibilities and duties -Shall be a minimum of two meetings per year including in-person and/or electronic
RESOURCES	- Any requests for expenses must be submitted in writing and pre-approved by the Board
REPORTS	-The committee Chairperson or designate shall provide a verbal report of significant Committee activities to the Board during regular Board meetings. -A written annual report will be represented at the AGM. -See Key Responsibilities and Duties above.
REVIEW AND EVALUATION	-Committee Terms of Reference to be reviewed annually; revisions to be submitted to the Board of Directors. -Review and Evaluation to be completed within 3 months of the AGM

President's Signature: _____

Date: _____