

**Senate  
Communications Committee  
Terms of Reference**

**1. ESTABLISHMENT**

The Senate (**Senate**) hereby establishes a standing committee called the Communications Committee (the **Committee**), under the provisions of the Senate's General Terms of Reference for Standing Committees and these Committee Terms of Reference, and delegates to the Committee the authorities set out herein. In the event of a conflict between the provisions of these Terms of Reference and the General Terms of Reference, these Terms of Reference will govern.

The Director, Office of the Chancellor and Secretary to Senate (DCSS) shall act as the responsible senior administrator to the Committee, providing the link between senior administration and the Committee.

All defined terms which are used, but not defined herein, and which are defined in the General Terms of Reference or the Bylaws shall have the meaning given to such term in the General Terms of Reference or the Bylaws.

**2. COMPOSITION**

Chair

The Member named as set out under "Voting Members" below.

Vice Chair

The Member named as set out under "Voting Members" below.

Voting Members

The following Voting Members shall be appointed by the Senate or its delegate:

- Nine Senators. One of these Members shall be named as Chair and one of these Members shall be named as Vice Chair by the Senate or its delegate.

**3. ROLE**

The Committee identifies communication opportunities from the university to the community and assists Senators in sharing those communications.

**4. RESPONSIBILITIES**

The Committee's responsibilities are as follows:

1. Create pathways for the sharing of information and identifying communication gaps impacting the university
2. Review feedback and identify topics that may need further communications from the university to the community to clarify information or ensure awareness of prioritized messages;
3. Identify requirements to support Senators in sharing the communication pieces;
4. Identify applicable platforms to use for messaging purposes; and
5. Liaise with the Office of Advancement to identify key opportunities for priorities.

**5. AUTHORITIES**

The Committee has the authority to carry out its responsibilities, subject to any specific conditions or restrictions that are imposed on it by the Senate. The Committee does not have decision-making authority except where, and to the extent that, such authority has been expressly delegated or assigned by the Senate in these Terms of Reference or by a resolution of the Senate.

**6. OPERATIONS**

In the event that the Chair is unable to attend a meeting of the Committee, the Vice Chair shall act as Chair for that meeting. In the event that both the Chair and the Vice Chair are unable to attend a meeting of the Committee, then the meeting will be cancelled.

In consultation with the DCSS, the Committee Chair may invite any university staff member to attend a meeting as a guest should the meeting material require specific resource support or consultation.

**7. EFFECTIVE DATE**

These Terms of Reference will be effective on the date that they are approved by the Senate or its delegate. All prior or existing Terms of Reference of the Committee are repealed as of the effective date of these Terms of Reference.

**Draft: January 28, 2020**  
**Approved: April 23, 2020**