



## Terms of Reference

### Communications Committee

#### **1.0 NAME**

Communications Committee

#### **2.0 MANDATE**

*In accordance with the SNGRDC By-Laws and the Charters of the Advisory Committee (“AC”), Board of Directors (“BoD”), and the Economic Development Trust (“EDT”); the boards shall create board to board specific and governance oriented communication policies and strategies. In addition, the Committee shall work with and support the Communications Officer of the Company to ensure quality communications with the administration and all key stakeholders.*

#### **3.0 MEMBERSHIP**

The Communications Committee is a Standing Committee sitting with the AC with joint membership with the BoD and EDT. Two members from each of the three SNGRDC Group boards (AC, BoD, EDT) shall appoint, for a one year term, two (2) members to the Committee.

#### **4.0 REPORTS TO**

Each of the six (6) committee members will report to their own boards with respect to the issues raised and/or developed at the committee level.

#### **5.0 TERM of APPOINTMENT**

5.1. The term of appointment of each member expires on May 31 of each year.

5.2. A Committee member ceases to be a member when:

- a. the member's term expires;
- b. the member is unable to act due to non-temporary incapacity or illness; or
- c. the member is no longer a member of their respective board (AC, BoD, EDT).

#### **6.0 QUORUM**

6.1. A minimum of one (1) member from each board represented is required with a simple majority of members.

- 6.2. If any board does not appoint members to the Committee, that board will not be considered in determining quorum.
- 6.3. If a board sends notice of no attendance of their members for a set period of time, that board will not be considered in determining quorum.

## **7.0 ATTENDANCE**

Committee members are expected to attend all Committee meetings. If a member is unable to attend a meeting, they shall notify the Committee Chair as soon as practical to ensure quorum. No alternates are permitted to be sent to replace any sitting member.

## **8.0 CHAIR**

- 8.1. The Committee shall select a Chair from among its AC members.
- 8.2. The Chair shall serve for the one-year term beginning in June.
- 8.3. When the Chair is not available for a meeting, the remaining appointed AC member of the Committee shall act as Chair to coordinate and facilitate the meeting.
- 8.4. The Chair shall:
  - a. set the agenda with input from the Committee;
  - b. preside at all meetings of the Committee;
  - c. sign correspondence on behalf of the Committee; and
  - d. otherwise carry out such duties as defined by the Committee Chair description.

## **9.0 DUTIES OF THE MEMBERS**

The members of the Committee will provide knowledge and expertise on the needs of their individual boards pertaining to communication.

## **10.0 REMOVAL of MEMBERS**

- 10.1. It is within the discretion of the individual boards to remove their appointed member(s).
- 10.2. The Communications Committee Chair may send a request to the appointing board Chair for the removal of a Committee member where a member fails to participate in regularly scheduled meetings.

## **11.0 MEETINGS**

- 11.1. Meetings shall be held on the Six Nations Reserve.
- 11.2. Meetings shall be face to face or by electronic means such as teleconference or other appropriate technology to connect members.
- 11.3. Meetings will be held at the call of the Chair and arranged by the Corporate Secretary (or designate).
- 11.4. Any Committee member may request a meeting, via the Committee Chair, in order to address communication needs of their individual board.

## **12.0 SECRETARY**

- 12.1. The Committee Secretary will provide the Corporate Secretary with materials of the meeting for the purpose of maintaining the records of the Committee.

12.2. The SNGRDC secretary may be requested to attend Committee meeting(s).

12.3. At any meeting where a Secretary is not present, a member will be designated to take meeting notes which will be sent to the Corporate Secretary (or designate) for upload to Boardvantage. This member will act as Secretary and be responsible to sign Committee Minutes accordingly.

### **13.0 REVIEW of TERMS of REFERENCE**

On an annual basis the Communications Committee will review and amend this Terms of Reference for approval by the Advisory Committee.

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**Advisory Committee: Communications Committee – Terms of Reference**

Approved by the AC November 9, 2016