

Communications Committee - Terms of Reference

1. Membership

The Communications Committee will include at least three members of the Board of Directors with the addition of BLA members for special projects or publications as required. The Chairman shall be appointed annually by the Board of Directors.

2. Mandate

The Committee acts at the direction of the Board and shall be the voice of the Association as it communicates with the membership, the media and other organizations as deemed appropriate by the Board. The Committee shall co-ordinate distribution procedures with the Membership Services Committee who maintain the membership data base.

The Committee shall prepare and distribute newsletters to the membership by electronic and/or regular mail as often as deemed appropriate by the Board. The Committee may be also requested to prepare information pamphlets or resource materials in support of Board initiatives. The Committee may from time to time, at the direction of the Board, place paid advertisements in the newsletter.

The Committee shall be responsible for maintaining and up-dating of the BLA website.

The Committee shall be responsible for the notice and mailing requirements regarding the AGM in accordance with By- Law #1 of the Constitution.

Motion:

That the Terms of Reference for the Communications Committee of the Association be approved as presented, this 14th day of January 2006.

Moved by Roy Mills
Seconded by Nancy Daugulis
Motion Carried

