

## Appendix I

### Communications Committee Terms of Reference

#### Name

The name of the Committee is the Communications Committee.

#### Mandate

The Communications Committee will be responsible for the following operations:

- Members will assist in preparing and coordinating training sessions for the Local's stewards
- Members will assist in preparing and facilitating biannual information sessions for the Local's general membership
- Members will evaluate existing communications strategies: the TA/PD Union website, the weekly email newsletter, the Facebook group, the Twitter account, and print media.
- Members will assist in improving these strategies by networking within the membership to collect information about their efficiencies, their redundancies, and their blindspots
- As it arises, members will assist in developing surveys to help direct the Local's operations and improve the Executive Committee's representation of the general membership.
- Members will assist in any other projects proposed by the Communication Chair

#### Committee Membership

The Committee will be chaired by the Communications Chair and will include the Chief Divisional Stewards of Biosciences, Physical Sciences, Social Sciences, and Arts and Humanities. Also, the Postdoctoral Chief Steward has a seat in the committee. It will also include the members recruited through a call-out circulated to the general membership. The membership of the Committee is to be representative of all four divisions. Any member of PSAC Local 610 who possesses or who is interested in developing strong networking, communication, and organizing skills is encouraged to send their interest.