

COMMUNICATIONS COMMITTEE – TERMS OF REFERENCE

- Membership: Website Administrator and Newsletter Editor, plus up to 3 additional members.
- Selection: Expression of Interest with CNSW Board to select. Committee can propose a suitable person to fill a vacancy in the committee.
- Tenure: Each member has a 2 year term and can serve 3 terms before requiring a 2 year break.
- Structure: Committee to select a Chair and Secretary.
- Meetings: As required by the Committee itself.

Functions:

- Overall responsibility for the look and feel of the website and its organic development.
- Configure, publicise and maintain social media platforms for CNSW.
- Monitor other websites and email lists for useful information.
- Locate and retain a Newsletter Editor. Be custodian of the CNSW Newsletter inclusive of content, quality and method(s) of circulation.
- Act as a two-way conduit between CNSW members and the Board for feedback of any nature.
- Assist the CNSW Records Officer to produce the CNSW Yearbook, inclusive of content, quality and method(s) of circulation.
- Assist the CNSW Secretary to produce fit for purpose Annual Reports and other documents as agreed.
- Maintain a running 2 year budget. Be accountable to the Board for expenditure.
- Administrative:
 - Direct report to the CNSW Secretary.
 - Maintain record of committee meetings and decisions, and supply minutes to Board as requested.
 - Provide written report for inclusion in Annual Report.