



POLICY 08.3: SPECIFIC TERMS OF REFERENCE FOR COMMUNICATIONS COMMITTEE

A. PURPOSE:

To support the Board of CGSAC and all its sub-committees in advancing the mission of CGSAC through the various means of communication the Board deems appropriate, including the CGSAC website, social media, various CGSAC publications, virtual gatherings, and emails to members.

B. RESPONSIBILITIES:

1. CHAIR

- 1.1. Orients new committee members to the committee.
- 1.2. Sets meeting agendas based on priorities of the CGSAC Board.
- 1.3. Coordinates regular committee meetings (frequency of the same to be decided on with committee members).
- 1.4. Ensures action items are completed.
- 1.5. Re-oriens the committee to the advancement of the CGSAC mission should it diverge from this goal.
- 1.6. Provides regular updates to the Board.

2. ALL COMMITTEE MEMBERS

- 2.1. Provide members with timely updates by means of emails regarding formation opportunities, gatherings (virtual or in person), fundraising initiatives, etc.
- 2.2. Assure the website is updated accordingly.
- 2.3. Respond graciously to all enquiries.
- 2.4. Maintain a calendar of the CGSAC communications year to provide a framework for the committee's initiatives.
- 2.5. Re-evaluate regularly the initiatives of the committee to ensure they advance the mission of CGSAC, and provide feedback to the Board.
- 2.6. Maintain existing CGSAC publications still deemed relevant by the Board (coordinating with contributors, making necessary edits, formatting text).
- 2.7. Suggest ideas to the Board for different publications which may better advance the mission of CGSAC.
- 2.8. Set up registration for workshops, gatherings, FORUM discussions, etc on the CGSAC website.
- 2.9. Assist with behind-the-scenes details of Zoom gatherings.

C. MEMBERSHIP:

The CGSAC Communications Committee seeks members who have completed at least one level of CGS formation and have a good understanding of the principles which guide the work of Catechesis of the Good Shepherd. Members should possess a talent for both written and oral communication, and a certain level of digital competence which communication in our modern world demands. Website management skills and CGS Level 2 or Level 3 experience would be preferred assets.

D. FREQUENCY OF MEETINGS:

Decided upon by mutual agreement of the committee members