



## ***Section 7 COMMUNICATIONS***

### **7.01 Communications Committee**

Approved: 2017-11-21

Latest Revision Date: yyyy-mm-dd

Review required: 2022

#### **Intent**

To describe a committee to oversee internal and external communications, including preparation of newsletters, website maintenance, and volunteer recognition.

#### **Policy and Procedures**

The Communications Committee consists of the following SBOA members:

- the elected Communications Chair,
- 2 members-at-large, who serve as the Newsletter Editor and the Website Editor, and
- other members as determined by the Chair.

Members are appointed by the Chair, at a time determined by the Directors or when a vacancy occurs, and subject to confirmation by the Directors. All committee members are required to comply with [2.01 Volunteers Qualifications and Responsibilities](#).

The responsibilities of the Communications Committee are:

- prepare contents and publish SBOA newsletters ([7.03 Newsletter Content](#)),
- prepare contents and maintain the SBOA website ([7.04 Website Content and Maintenance](#)),
- liaise with service providers for printing, promotional materials and website hosting and maintenance,
- liaise between service providers and the Treasurer to negotiate contracts,
- keep a file of photographs of speakers, members, and events during conferences and other notable events for use in newsletters, promotional materials and website,
- advise the Board of Directors when and how SBOA bylaws and policies require updating,
- select a Vice Chair to act when the Chair is unavailable,
- set its meeting procedures,
- record meeting minutes ([form 10.05](#)) and file minutes with the Secretary,
- prepare and submit annual budget request by November 1 ([form 10.06](#)),
- any other matter as directed by the Directors.

#### **Application**

SBOA Communications Committee Chair and members.

**Notes**

Based on information from [SBOA Bylaws](#) Sections 9 and 10.