

Terms of Reference
Communications Committee
Dalhousie Professional and Managerial Group

Purpose

To ensure that DPMG members are kept informed about activities affecting the group.

Membership

3 members for 2 year terms, alternating.

Ideally, 1 member should have experience in web design. There will be the opportunity to learn this for other members.

Chair shall be chosen by committee members.

Specific Responsibilities

- Look for ways to increase member engagement
- Maintain and ensure currency of the DPMG website
- Highlight the DPMG Award winners
- Work with DPMG Executive to collate and distribute information bulletins and/or newsletters to members
- Regularly review the communication patterns, channels and modes of communication to members and make recommendations for continuous improvement
- Maintain communications handbook
- Submit annual report on committee activities