



**COAST CONSERVATION ENDOWMENT FUND FOUNDATION (CCEFF)**  
**TERMS OF REFERENCE FOR THE COMMUNICATIONS COMMITTEE**

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**A. PURPOSE**

The purpose of the Communications Committee (the Committee) is to assist the Board with developing and maintaining an effective communications strategy.

**B. COMMITTEE MEMBERSHIP**

- i. The Committee will have a minimum of three members, including the chair of the Committee. In addition to the committee members, the CEO of the Foundation is an ex-officio (non-voting) member of the Committee. Directors who are not Committee members are welcome to attend Committee meetings.
- ii. The Board will appoint the members and the chair of the Committee.
- iii. The Committee will be supported by a communications staff member or consultant as required from time to time.

**C. COMMITTEE MEETINGS**

- i. The Communications Committee shall meet at least quarterly, with additional meetings at the discretion of the Committee members.
- ii. Any member of the Committee may call meetings of the Committee.
- iii. A quorum for all Committee meetings shall be two voting Committee members. A simple majority is required to pass a motion.

**D. DUTIES AND RESPONSIBILITIES**

The Board hereby delegates to the Committee the following duties to be performed by the Committee on behalf of and for the Board:

**Communications planning and policy**

- i. Recommend and oversee the implementation of the communications implementation plan contained in the annual Strategic Plan.
- ii. Recommend communication policies and procedures as required.

**Communications Budget**

- iii. Provide recommendations for annual communications budgets.

**Newsletter**

- iv. Approve final versions of the Coast Funds newsletter.

**Other**

- v. Annually, review terms of reference and assess the Committee's effectiveness in meeting the needs of the Board.

**E. ACCOUNTABILITY**

The Committee shall report its discussion to the Board by oral or written report at each Board meeting.

The Committee will also maintain minutes of its meetings which are available upon request by any Director.