

**Victoria West Community Association  
Communication Committee  
Terms of Reference**

**Committee type:** Standing

**Chairperson:** To be appointed by the Directors for a two year term

**Responsible to:** The Victoria West Community Association Board of Directors

**Purposes:**

- To foster community through effective two-way communication between the VWCA and the community.
- To develop, implement, and maintain a Communication Plan, including a Communication Activity Schedule.

**Timeframes, Reporting and Communication with the Board:**

Written reports as required to the Board and at AGM.

**Composition:** One director as Chair, and two or more community association members.

**Specific Areas of Responsibility:**

1. Develops an annual budget for the communications program.
2. On behalf of the VWCA, communicates with the community using the VWCA website, newsletters, brochures and other communication tools.
3. Informs Victoria West residents about activities at the Victoria West Community Centre and in their community.
4. Provides a variety of forums for community input to the Association.
5. Conducts surveys of members and residents of Victoria west to determine need for programmes and services
6. Oversees the website to ensure it is up-to-date and continues to be an effective communication tool.
7. Promotes the role of the Victoria West Community Association, and its programmes in support of the society's purposes.

8. Supports the Nominating Committee function by advertising to identify and recruit members for the board of directors and board committees.