

ASA COMMUNICATIONS COMMITTEE TERMS OF REFERENCE

Membership Composition

- Chair: Appointed by the ASA Board of Directors.
- Members: Between three and six individual members of the ASA, recommended by the Chair for approval by the Board, as well as a Board member representative.

Related and Governing Policies

- ASA Bylaws

Responsibilities

All Communications Committee Members -

- Attend Communications Committee meetings
- Make a serious commitment to participate actively in Committee work
- Stay informed about Committee matters

Communications Committee Chair –

- Chairs Communications Committee meetings
- Is expected to report to the Board Representative on the activities of the committee; set the tone for the Committee's work; recruit members; coordinate Committee meetings, including agenda and minutes/summary; work with the ASA Secretariat on committee logistics; and prepare an annual report.

Communications Committee Board Representative –

- Reports the advice and plans of the committee to the Board of Directors

Expected Outcomes

The Communications Committee acts as an advisory Committee to the Board on issues including the development of promotional materials and the theme and details of Archives Week, and advises the Board on communications strategy, including social media.

The Committee participates actively in the development of the Archives Week launch event.

Review

The Terms of Reference are to be reviewed annually by the Committee.

Version Control

Approved By:	
Date Approved:	
Reviewed:	