



Ontario Climbing Federation (OCF) Communications Committee Terms of Reference

Committee Name: Communications Committee

Type of Committee: Standing Committee

Mandate: The Communications Committee's overall responsibility is to use all relevant media to broadcast the OCF's message to its members and the broader climbing community.

Responsibilities: The Committee will perform the following key duties:

- Maintain and update the OCF's website with up-to-date information.
- Maintain and update the OCF's social media accounts, in compliance with the OCF Social Media Policy.
- Coordinate messaging with the Board and all committees.
- Maintain a library of media assets including OCF brand assets, photos, video, and text.
- Use print and digital media to broadcast important information, including season calendar announcements and Annual General Meetings.
- Complete such additional duties as may be delegated to the Committee by the Board from time to time.

Composition: The Committee will consist of up to five (5) individuals.

- The Chair of the Committee will be appointed by the Board.
- The Chair will select the other Committee members based on the various skills required for the Committee to fulfill its mandate.
- All Committee members serve at the pleasure of the Board.
- Committee members shall serve without remuneration.
- Committee members will serve one year terms, but may be reappointed with no limit on consecutive terms.

Meetings: The Committee will meet by teleconference or in person, as required, with meetings held at the call of the Chair. The Chair shall ensure that an accurate record is maintained of the work conducted by the Committee.

Decision Making: The Committee will use a consensus model to reach decisions.

Expenditures: The Committee may be provided a budget to fulfill its mandate. Any expenses not covered in the annual budget require Board approval.

Reporting:

The Committee is accountable to the Board and will provide monthly reports to the Board concerning its activities. Board approval is required for significant changes to the committee’s activities and for any special projects.

Policy History	
Policy Ref	OCF-TOR-06
Approved	March 16 2022
Next Review Date	Summer 2023