



DANCE NOVA SCOTIA COMMUNICATIONS COMMITTEE

Terms of Reference

Level

Standing Committee

Purpose

The Communications Committee is a standing committee of the Dance Nova Scotia Board. The role of the Committee is to:

- develop or review and annual communications plan
- recommend and/or update communication policies
- assist with strategy to communicate the Dance Nova Scotia goals, mission, vision, and values.
- safeguard the Dance Nova Scotia brand and image
- identify appropriate tools and media to use in communications, and
- ensure open communication with the community is maintained

Membership

- Chair and Secretary as decided by the Committee
- Members: The Committee will consist of, at minimum, two Board members, the Executive Director, the Board President, and others as decided by the Committee

Meetings

- Frequency: At least quarterly
- Quorum: 50% plus 1
- Decision Making: Consensus

Minutes

Minutes of each meeting are recorded by the Secretary or an appointed delegate and distributed to Committee members and the Dance Nova Scotia Administrative Officer.

Reporting/Relationship

The Committee chair, or a designated committee member, will present a verbal report at regular Board meetings.