

# CANBERRA TAMIL ASSOCIATION INC.

## COMMUNICATIONS SUB-COMMITTEE

### TERMS OF REFERENCE

#### Background

The Executive Committee of the Canberra Tamil Association Inc. (CTA) has established the Communications sub-committee, as per clause 14 of the CTA Constitution, as part of its governance framework.

This document establishes the authority and responsibility of this sub-committee.

#### Purpose

The purpose of the Communications Sub-committee is to plan, initiate and implement communication initiatives through appropriate ways including but not limited to CTA's social media platforms, newsletters, radio broadcasts and live programs for the purpose of meeting the objectives of CTA.

#### The Responsibilities of the Committee

The Responsibilities of the Committee are:

- 1 developing, obtaining approval from the CTA Executive Committee and implementing an annual communications plan
- 2 identifying potential opportunities to communicate with the Tamil community in Canberra and beyond; and the broader Canberrans
- 3 ensuring that the content of the communication products enables achieving CTA objectives, and are accurate, factual, non-political (domestically and internationally), religiously and sexually non-discriminatory while showcasing the value of thre Tamil culture and heritage
- 4 identifying and targeting non-CTA member Tamils in Canberra and developing and delivering materials to integrate them into CTA
- 5 reporting the progress to the Executive Committee against the sub-committee's annual plan.

#### Membership

- 1 The sub-committee will have a maximum of seven members.
- 2 The sub-committee will include the President of the CTA and a maximum of two other members of the CTA Executive Committee and the general members of CTA, as the Executive Committee considers suitable.
- 3 The sub-committee shall include a minimum of one member other than the President of the CTA from the Executive Committee.
- 4 The sub-committee will have the structure comprising a chairperson, and members who carry out the functions of the sub-committee including but not limited to the secretary and treasurer.

#### Chairperson

- The sub-committee will be chaired by a member of the CTA Executive Committee.

- The chairperson will chair the meetings and direct and facilitate discussions. In the event of the absence of the Chairperson at a meeting, a suitable replacement will be chosen by the committee members present.

### Meetings

- The sub-committee will meet as and when required.
- Meetings will be conducted at a place or virtually using an appropriate platform determined by the sub-committee members
- The decisions made at the meetings with appropriate rationale for decisions will be presented to the CTSA Executive Committee for ratification.

### Reporting

The sub-committee Chair will report at every meeting of the Executive Committee of CTA or more frequently as required.

### Quorum

A quorum for a sub-committee meeting will include the chairperson and members representing a minimum one third of the sub-committee membership.

### Review of Terms of Reference

The sub-committee can review and revise these terms of reference as required. The modified terms of reference will not be official until they are submitted for the approval of the CTA Executive Committee.

The CTA Executive Committee will consider, amend as appropriate and approve or otherwise such revisions.