

Vancouver Physician Staff Association

Communications Committee

TERMS OF REFERENCE

ROLE & OBJECTIVES

The Communications Committee, accountable to the VPSA Board of Directors:

- As informed by the VPSA Strategic Plan, develop an annual Communications Plan;
- To coordinate and implement communications and member relations activities as identified in the Plan;
- To ensure all communications are in alignment with the VPSA Mission Statement and Values;
- To assess the effectiveness of the strategies and take corrective action if necessary; and
- To coordinate with and assist other Committees/Task Groups to promote their activities as well as ensure consistency of image and branding.
- To collaborate with other relevant stakeholders (DoBC, VCH, VDoFP, etc) to coordinate efforts to promote and raise awareness of members' activities and opportunities available to them.

MEMBERSHIP

The Board approves the Terms of Reference for the Communications Committee, including the method for establishing committee membership and composition as well as delegated duties and responsibilities.

Participants: Maximum of 3 Physician Members (3). With one member being a member from the VPSA Board.

Term: Minimum 1 year. Expectation is 2 – 3 years. Maximum of 3 years.

The membership term and renewal process will be reassessed annually by the Committee members to balance experience and diversity.

MEMBER SELECTION: As needed, the Committee member selection process consists of a call for expressions of interest from all eligible VPSA Members, broadly distributed through VPSA and relevant

VCH communications vehicles, followed by a screening and selection by a joint, collaborative selection committee with representation from VPSA Board of Directors.

Staff Support: VPSA Communications Consultant, VPSA Initiative Manager, Project Manager and/or VPSA Administrative Assistant.

CHAIR

The committee as a whole will ensure cohesion of direction and purpose. The Chair will work with the VPSA Communications Lead to facilitate orderly meetings, establish, in advance, a meeting schedule and agendas and will be responsible for the resolution of outstanding items arising during the meeting that they chaired.

Chair will rotate monthly among physician members.

Committee Chair may invite ad hoc guests to discuss matters related to a specific topic as needed or required.

MEETINGS

Frequency The Communications Committee will meet usually monthly for 1 hours.

Location The meetings will take place usually via teleconference as approved by the committee.

Minutes Minutes will be prepared by and will be kept electronically by a designated member or staff hired by the VPSA. Minutes are to be distributed to each member of the committee for review and approval in advance of the next meeting.

Quorum Quorum will be achieved by a minimum of 2 Physician Committee members.

Decisions The committee shall strive for consensus (i.e. “you can live with the decision/idea”) when making decisions. If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion, table the issue to another meeting or take the issue to the Board of Directors.

If the committee cannot reach a consensus decision on any matter, the decision is approved by simple majority (50%+1) rules with quorum present and noted as such for the Board of Directors. The Board of Directors has the final approval on all matters.

Reporting The committee shall report to the Board of Directors of the Association all decisions in a timely manner by means of the minutes of the meeting or other means as approved by the VPSA board. VPSA Support Staff to facilitate.

FUNDING

Member Expenses and Compensation

The cost of participation on the task group will be paid from the funds provided by the Vancouver Physician Staff Association. Standard SSC sessional rates will apply. With prior task group approval, additional work done by members outside of meetings up to ten hours total per project, will be compensated at sessional rate. Compensation beyond 10 hours requires approval by the committee.

The chair of the committee will be compensated for up to 2 hours for preparation time per meeting they lead.

CONFIDENTIALITY

On occasion, the committee may possess documentation or information of a confidential nature, such information shall not be disclosed to any person(s) other than the members of the committee without consultation with and agreement of the committee and the information shall be stored with reasonable security measures relative to the sensitivity or potential harm.

EXPECTATIONS

The Communications Committee members are expected to meaningfully participate in meetings and to represent and advocate on behalf of the Vancouver Physician Staff Association members to the health authority.

A committee member who does not uphold their responsibilities or misses 6 meetings during a period of 12 months without a reasonable explanation will be asked by the Chair to resign from the task group. If the member refuses to resign, a vote shall be taken on the removal of the member from the committee.

Effective date:

Approved by: VPSA Board

Review date: _____

Date approved: _____