



## Committee Charter

### Communications Committee

#### 1. Introduction

The Board of Directors (the Board) of Recfishwest has formed the Communications Committee (the Committee) to assist it in supervising the external communications and engagement of Recfishwest to and with all stakeholders.

The Committee has adopted this Charter, following the endorsement of the Board, to describe the responsibilities and powers of the Committee and outline the manner in which they will be exercised and discharged. This Charter provides a framework within which the Committee will operate.

The Board may discharge any of its responsibilities through the Committee in accordance with the Recfishwest Constitution. The Board is entitled to regulate the Committee's activities.

#### 2. Purpose

##### Communications

- Oversee Recfishwest's Communications and Engagement Strategy;
- Oversee the development and operation of effective and efficient communication policies and practices to communicate Recfishwest's key messages;
- Ensuring the channels used to communicate with recreational fishers and key stakeholders are effective and efficient;
- Ensure focus on innovative communications approaches with the view to cover the wider recreational fishing community and general public; and,
- Ensure a system is in place to facilitate the development of external communications.

##### Engagement

- Oversee the development and operation of effective and efficient engagement policies and practices to develop good relationships with stakeholders;

- Ensure the methods used to engage with recreational fishers and key stakeholders are effective and efficient;
- Ensure the channels used to communicate with recreational fishers and key stakeholders are effective and efficient;
- Ensure a system is in place for the effective management of strategic relationships;
- Review and monitor progress of Recfishwest’s Outreach Program.

### **Membership**

- Monitor membership levels and trends, including new memberships, retained and resigning members; and
- Foster the development of initiatives that stimulate an uptake in Recfishwest’s services.

### **3. Size & Composition**

- a) The Committee will have a chair determined by the Board.
- b) The Committee may invite management and external advisors to Committee meetings from time to time.
- c) The Committee must consist of a minimum of three members being Directors or such other persons as may be appointed by the Board from time to time.
- d) The requirement for a minimum three members is in addition to the Chairman of the Board who is an ex-officio non-voting member of all of the Associations Committees pursuant to the section 16.1 of the Associations constitution.
- e) The Committee will have a quorum based on 50% of the members of that committee, excluding the Chairman of the Board.

### **4. Reporting of the Committee**

The Committee will regularly update the Board about its activities and make appropriate recommendations to the Board. The Chair of the Committee will report to the Board at the next Board meeting following a meeting of the Communications Committee, on any matters under consideration.

### **5. Members Terms of Appointment**

The Committee is convened each year by the Board, which will determine its membership.

### **6. Termination of Membership**

The Board can remove any member from the Committee. A Director whose term expires or is not entitled to be a member is no longer a member of the Committee unless the Board agrees to their further co-option.

## **7. Meetings**

The Committee meetings are regulated by the Constitution, this Charter, Board Charter, Code of Conduct and Conflicts of Interest Policy determined by the Board. The Charter also regulates the conduct of co-opted members of the Committee and advisers and visitors to the Committee.