

British Columbia Institute of Agrologists

Communications Working Group - Terms of Reference

1. Working Group Establishment

The British Columbia Institute of Agrologists' (BCIA) Communications Working Group is established by the BCIA Council ("Council") as allowed by the BCIA Bylaws ("Bylaws") as amended from time to time.

2. Mandate

To the extent allowed by the Professional Governance Act (SBC 2018) ("PGA"), the mandate of this Working Group is to:

- Increase the visibility of the BCIA to the public and with BCIA Registrants;
- Promote the practice of agrology to potential registrants; and
- Act in accordance with policy governance principles, with all operational decisions to be made by management of the BCIA.

3. Functions and Responsibilities

- In conjunction with the BCIA Chief Executive Officer ("CEO"), recommend expenditures within the approved annual budgets for the Working Group and communications activities in support of its mandate;
- Develop qualifications for and determine the recipients of any BCIA educational scholarships authorized by Council;
- In conjunction with the BCIA staff, develop policies and guidelines respecting both internal and external communications of the BCIA;
- Provide recommendations to management as to the type and desired reach of any traditional and social media initiatives of the BCIA; and
- Provide recommendations to management respecting the design, production and distribution of any BCIA promotional items or activities, including outreach events.

4. Terms of Reference Amendments

- The Chair of the Working Group or the BCIA Governance Committee may submit recommendations for amendments to Council for consideration; and
- Council may make amendments to the Terms of Reference in consultation with the Working Group.

5. Membership

- The Working Group shall consist of at least three (3) but no more than ten (10) BCIA Registrants in good standing, one of which may be a Council member; and
- Council in consultation with the existing Chair of the Working Group shall appoint the Chair and members of this Working Group.

6. Reporting and Communications

- The Working Group shall record minutes of its meetings and submit draft minutes to Council within 14 days of each meeting, with final minutes to be provided to Council after acceptance at the next meeting of the Working Group;
- An annual written report shall be provided to the CEO at least 31 days prior to the scheduled date for the BCIA AGM;
- The Chair shall communicate Working Group business to Council; and
- The BCIA office is responsible for storing records and information related to and from this Working Group.

7. Terms of Office

- The terms of office for all members of the Working Group shall be two (2) years from the date of their respective appointment by Council;
- Whenever possible, appointments of Working Group members shall be staggered to ensure overlap of newly appointed and returning members; and
- Working Group members may serve a maximum of three (3) consecutive terms for a total of six (6) years unless Council grants an extension of a member's tenure.

8. Quorum

- A simple majority shall constitute a quorum of the Working Group.

9. Decision Process

- The Working Group shall strive to conduct its general business by consensus. For any matters that require a specific decision such as recommendations to Council for legislative, Bylaw, or policy amendments, the Chair shall call and record a vote of the Working Group members; and
- The Chair shall not vote except in the event of a tie vote of the Working Group members.

10. Meetings

- The Working Group will hold meetings at the call of the Chair a minimum of twice per calendar year, either in person or by electronic means. The Chair shall consider the travel and weather challenges faced by Working Group members when choosing dates for meetings.

11. Annual Work Plan and Budget

- An annual work plan including tasks, recommended amendments or changes, resources required, timelines and requested budget will be determined by the Working Group and submitted by the Chair prior to December of each year to Council for consideration;
- The BCIA CEO must approve any amendments to an approved budget greater than one thousand dollars prior to expenditure; and
- Required legal services outside of services available from the BCIA's in-house legal counsel must be specified in the annual work plan for specific work activities or approved by the CEO or President of the BCIA prior to initiating outside legal advice requests.

12. Staff Contact and Roles

- At the request of the Chair to the CEO, the BCIA staff may be approved to support the Working Group as required.

13. Succession Planning

- Within the Annual Work Plan outlined above the Chair shall advise the BCIA Nomination Committee and the CEO, of each Working Group member(s) term expiration date.