



# Communication Advisory Team Meeting Agenda

Time: 9:30am to 11:00am

## DETAILS:

**Date:** October 21, 2019

**Location:** KW Counselling Services, 480  
Charles St E, Kitchener, ON N2G 4K5, Room  
217

## ATTENDEES:

## AGENDA ITEMS:

|     | ITEM                              | INSTIGATOR |
|-----|-----------------------------------|------------|
| 1.0 | Member Updates                    | All        |
| 2.0 | CAT Terms of Reference Discussion | Stacey     |
| 3.0 | Calendar for 2020                 | Stacey     |
| 4.0 | Family Compass Marketing Plan     | Stacey     |



Potential Updates to Communications Advisory Team Terms of Reference.

## **1.1 Committee members are expected to**

- i. demonstrate commitment through
  - a. attending meetings regularly
  - b. being prepared for meetings (e.g. reading required documents etc)
  - c. completing assigned tasks
  - d. promoting Family Compass in the community.
  - e. communicating personal regrets for non-attendance and name of alternate who will attend on one's behalf (if applicable) to the Chair/Administrative Support Person in advance of the meeting
  - f. ensuring that alternates are appropriately oriented to enable full participation at the meeting
- ii. contribute expertise at meetings in a positive manner
- iii. serve on working groups/task forces as required

1.2 In the event that a member can no longer fulfil her or his commitment to the committee on an ongoing basis, s/he will arrange for a replacement within her/his participating region-wide organization, and inform the Chair accordingly.

1.3 If a member continuously misses meetings, the Chair will discuss the possibility of replacing the member with the organization group as applicable.

## **2.0. Designation and Role of the Chair**

2.1 The Chairperson will be selected by the Committee.

2.2 The roles and responsibilities of the Chair shall include

- i. establishing the agenda in consultation with committee members
- ii. scheduling meetings at least 4 times a year, quarterly, and more often as may be needed
- iii. attending and presiding over committee meetings
- iv. designating an acting chair from the membership in the event of his/her absence
- v. facilitating meetings in a focused, encouraging, inclusive and timely manner
- vi. following-up with members who are not attending, as per policy
- vii. establishing work-groups/task forces/sub committees as may be required
- viii. responding to correspondence on behalf of the committee
- ix. ensuring that the decisions of the committee are carried out
- x. provide leadership in the development of a work plan that aligns with goals of the CYPT
- xi. The Communications Advisory Team Chair will report back to the Steering Committee as required