

Terms of Reference

Communications Task Force · GFOA Alberta

TASK FORCE
Communications

APPROVED
October 16, 2020

REVIEW
Annually by the Task
Force

Purpose

The Communications Task Force ensures that members have access to relevant and timely information important to their careers through GFOA information releases, communications and announcements, and by enabling and facilitating networking among members to support knowledge sharing about current topics of interest.

Membership

A minimum of six Alberta GFOA members chosen by Task Force members and the Executive Director.

Selection of Chair & Vice Chair

- To be chosen by the task force
- If Chair is unavailable, Vice-Chair will step in

Frequency of Meetings

- At the call of the Chair
- Minimum of eight meetings per year
- Meetings to be held in person, via conference call or other electronic means (as established by task force members)

Responsibilities

The responsibilities of this Task Force include the following:

- Assist in expanding the profile of the GFOA through various means of communication
- Continue to encourage new memberships amongst all Alberta municipalities
- Ensure the benefits of GFOA membership are being communicated to members
- Maintain, enhance and promote the GFOA website
- Ensure members receive timely and relevant information on GFOA activities and emerging issues by electronic means and/or social media
- Provide communication to the Executive Director and the Board on initiatives investigated
- Prepare annual budget recommendations to be provided to the Board by September 15th of each year
- Task Force Chair to provide an update to the Board once per year at the Fall Retreat
- Task Force Chair to provide an annual report to the membership during the annual conference

Term

Task Forces are intended to be set for an indefinite period, although specific projects will be determined by the Executive Director and the GFOA Board, based on the nature of the Task Force.

The Terms of Reference will be reviewed annually by the Task Force. Any revisions must be presented to and approved by the GFOA Alberta Board.

Please note: The above may be subject to change as suggested by the task force and as approved by the GFOA Alberta Board.

Approval & Revision History

APPROVED

October 16, 2020 — Approved by the GFOA Alberta Board