

Brief description of the Sub-Committees we are to establish

Communications Sub-Committee will be responsible for, but not limited to:

- communication planning/strategy
- designing newsletters, press releases (including copy editing), etc.
- social media
- news media monitoring
- advertising & marketing

The Governance Sub-Committee will be responsible for, but not limited to:

- drafting: policy, procedure and protocol
- setting limits on delegation appearances per meeting and time allotment
- scheduling of meeting and/or special meetings

The Planning Sub-Committee will be responsible for, but not limited to:

- logistical planning of all outreach activities (e.g: community events, etc.)

Membership

Chairperson (ex officio),

Coordinator (non-voting),

~~No more than three Committee members.~~ (deleted and replaced with):

Minimum three and up to five

Outside agencies may attend as expert resources (non-voting) and/or if a particular event involves that organization (e.g: Broadway Neighbourhood Centre).

(The Governance Sub-Committee has been asked to establish guidelines as to what role external agencies would have re: subject matter experts on the Sub-Committees - – added April 24, 2015).

Meeting Frequency and Location

Meetings – while not required to be in-person, is encouraged. When in-person meetings are not possible due to scheduling conflicts or other extenuating circumstances, teleconferences will be scheduled. Utilization of Skype or Google Hangout for video conferencing will also be an option.

Frequency of meetings will be dependent upon activities being undertaken

Meetings may take place where agreeable

Roles & Responsibilities e

Dependent on its membership size, roles will be designated; active participation will be strongly encouraged.

Reporting

Sub-Committee activities will be a standing agenda item.

Decision Making

Consensus, thus membership size needs to be odd numbers to avoid “split-decisions”.

The Sub-Committee is a working committee and recommendations are to be submitted to the Winnipeg Committee for Safety for consideration of approval.

Dispute Resolution

In the event the Sub-Committee cannot resolve, matters will be directed to the Chairperson for final decision