



ALBERTA PUBLIC HOUSING ADMINISTRATORS ASSOCIATION COMMUNICATIONS COMMITTEE

TERMS OF REFERENCE

To promote the professional development of the membership of the Alberta Public Housing Administrators Association through:

Communication by

- Production and distribution of the Association Newsletter
- Distribution of information to the members by mail, email, and web postings and other appropriate means
- Create opportunities for the Membership to communicate their ideas, concerns and issues with each other, government and others
- To promote the Association at conferences, trade shows, etc. as directed by the Association
- Development of tools to be used by the Association to inform and deal with the public and industry members
- Development of internal communication tools used by the Association
- Identifying stakeholders with whom the Association should establish communication lines

The Committee acts under the direction of the Executive of the Association.

The Committee shall meet at a minimum of 2 times per year. Other meetings may be called by the Committee chair. Meetings may be done by telephone or other means as needed.

Meeting notes will be recorded and presented to the Executive.