BRANT HALDIMAND NORFOLK
Catholic District School Board

Agenda
Catholic Education Centre
322 Fairview Drive
Brantford, ON   N3T 5M8

Communications and Technology Advisory Committee
Monday, April 13, 2015 – 4:00 p.m.
Boardroom

Members: Dan Dignard (Chair), Tracey Austin, Cliff Casey, Bill Chopp, Norm Cicci, Tom Grice, Carol Luciani, Bonnie McKinnon, Rick Petrella, Chris Roehrig

1.	**Opening Prayer**	Dan Dignard
2.	**Approval of the Agenda**	Dan Dignard
3.	**Approval of the Minutes** – n/a	Dan Dignard
4.	**Declaration of Conflict of Interest**	Dan Dignard
5.	**Business Arising from the Minutes** – n/a	
6.	**Information Items:**	
	6.1 Terms of Reference	Dan Dignard
	6.2 Types of Communication	Dan Dignard
7.	**Trustee Inquiries**	Dan Dignard
8.	**Move to In-Camera Session:** n/a	Dan Dignard
9.	**Report on In-Camera Session:** n/a	Dan Dignard
10.	**Next Meeting & Adjournment**	

Next Meeting: TBD

Communications and Technology Advisory Committee

TERMS OF REFERENCE

1.0   MANDATE

1.1   The purpose of the Communications and Technology Advisory Committee shall be to provide advice to the Board regarding communications-related matters with respect to communications goals within the Board's strategic plan.

2.0   COMMITTEE RESPONSIBILITIES

2.1   To provide advice into communications-related goals of the Board's strategic plan.

2.2   To provide advice into the Board's internal and external communications, i.e., website, media relations, marketing, branding, etc.

2.3   Discuss the Board's communications and technology needs and priorities.

2.4   To make recommendations to the Board regarding opportunities to increase the Board's recognition, profile and brand awareness among all external communities with a focus on Catholic ratepayers and stakeholders.

2.5   To report to the Board through the trustee representative minutes and information from the Committee.

3.0   COMPOSITION OF THE COMMUNICATIONS AND TECHNOLOGY ADVISORY COMMITTEE

3.1   The Communications and Technology Advisory Committee (hereafter referred to as 'the Committee') shall consist, at minimum, of a representative(s) from the following groups:

- Board of Trustees (Chair of the Committee)
- Director of Education
- Superintendent of Business & Treasurer
- Manager of Communications
- Manager of Information Technology
- Other expertise as required

3.2   The Chair of the Communications and Technology Advisory Committee is appointed, annually, by the Chair of the Board of Trustees.

4.0   DUTIES AND RESPONSIBILITIES

4.1   Chair's Duties:

4.1.1   To chair the meetings of the Committee.

4.1.2   To set the meeting agenda in consultation with the Superintendent of Business & Treasurer (or designate).

4.1.3   To bring Committee recommendations to the Board.

4.2   Members' Duties

4.2.1   To attend meetings regularly, contribute to the work of the Committee and undertake such tasks as assigned by the Committee.

4.2.2   To bring to the attention of the Committee items that pertain to communications and technology in the Brant Haldimand Norfolk Catholic District School Board.

4.2.3   To identify initiatives that promote Board goals and strategies.

4.3   Communication

Any communication to media or outside agencies on behalf of the Committee will be directed through the Director of Education.

5.0   MEETINGS

5.1   The Committee will meet on a regular basis, not less than four times per school year, at a central location.

Definition of Terms:

n/a

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

TYPES OF COMMUNICATION

SOURCE OF COMMUNICATION	PURPOSE / MESSAGE	RACI PRINCIPLES			
		WHO IS *RESPONSIBLE* FOR THE COMMUNICATION?	WHO IS *ACCOUNTABLE* FOR THE COMMUNICATION?	WHO SHOULD BE *CONSULTED* ABOUT THE COMMUNICATION?	WHO SHOULD BE *INFORMED* ABOUT THE COMMUNICATION?
Board of Trustees					
Chair of the Board – External					
Chair of the Board – Internal					
Board – External					
Board – Internal					
Senior Administration					
Director – External					
Director – Internal - Formal					
Director – Internal - Informal					
Superintendent – External					
Superintendent – Internal - Formal					
Superintendent – Internal – Informal					
Schools					
Principal – External					
Principal – Internal – Formal					
Principal – Internal – Informal					
School Council – External – Formal					
Managers / Supervisors					
External					
Internal - Formal					
Internal – Informal					
Parishes					
External					
Internal – Formal					
Internal - Informal					
Community Partners					
External					
Internal - Formal					
Internal – Informal					
Community Members					
External					
Internal					

BHNCDSB Information Release Checklist

Source:		Associated Project:		Date:	
Title:		**Message to**		**Method**	**Method**
Purpose:		Community Message	☐	System Memo ☐	BHN Twitter ☐
		System Message	☐	Principal Memo ☐	School Twitter ☐
		Parish Message	☐	Media Release ☐	BHN YouTube ☐
Message:		**Message from**	☐	Media Invite ☐	Employee Portal ☐
		Trustee	☐	Director Twitter ☐	Other ☐
Other (details):		BHNCDSB Staff	☐	BHN Website ☐	Other ☐
		Principal / Committee	☐	School Website ☐	Other ☐
Notes:					

Note: Each 'method' has a sub-section of tasks.