

## Communications Coordinating Committee

Duties and responsibilities:

The Committee shall have strategic and advisory responsibility for the entire communications portfolio of the Anglican Church of Canada.

The committee shall:

- a) interpret and carry forward the intentions of General Synod with regard to information and communications.
- b) discern and be responsive to the information and communications needs of Canadian Anglicans.
- c) ensure that the communications department effectively projects, promotes and celebrates the mission, ministry and values of the Anglican Church of Canada to internal and external audiences.
- d) ensure that the communications department facilitates effective between General Synod and dioceses, and among and within dioceses.
- e) support and foster an integrated communications function and staff structure for the Synod, including an integrated journalistic service for the Anglican Church of Canada.
- f) review and approve a communications strategy (including resource allocation) as developed and implemented by management.
- g) conduct an annual review of the department's performance, based on an evaluation of outcomes against agreed goals and metrics as proposed by the committee and management and approved by the Council of General Synod, and report this to the Council of General Synod.
- h) have input into the job description and selection criteria for key positions, including the Executive Director of the department and the Editor of the Anglican Journal, and may be invited to participate in the selection and annual performance review processes for these positions.
- i) exercise oversight of the content and distribution of the Anglican Journal, and other journalistic products of the Anglican Church of Canada, such as online news, in consultation with the Editorial Board, and provide advice, as required, to the Council of General Synod, acting on behalf of General Synod as the publisher. In exercising this responsibility, the committee is guided by appropriate journalistic standards, including the editorial mandate and journalistic guidelines as approved by the Council of General Synod, as well as other applicable journalistic ethics, standards and policies which may be proposed by the committee and approved by the Council of General Synod.
- j) exercise oversight of all other communications products of the Anglican Church of Canada (including, without limitation, corporate communications, branding, archives, data management, web site, social media, resource production and distribution, graphics, Anglican Video and ABC Publishing). In exercising this responsibility, the committee is guided by standards such as those of the International Association of Business Communicators, the Canadian Public Relations Society, and other relevant standards and policies which may be proposed by the committee and approved by the Council of General Synod.

- k) support the work of departmental management and advise as requested.
- l) advise the Primate on appointments to the Editorial Board, maintain liaison with the Board through a common member, receive an annual report from the Board and transmit it to the Council of General Synod.
- m) exercise those functions common to all committees, namely:
  - i) develop annual budget proposals
  - ii) communicate with other committees and groups
  - iii) report regularly and make recommendations to the Council of General Synod
  - iv) within the committee's mandate, do functional strategic planning and visioning
  - v) maintain liaison with the House of Bishops
  - vi) at least once in each triennium, review policies governing the various areas of work of the Communications and Information Resources Department.
  - vii) may from time to time establish sub-committees which will be created according to the procedures outlined in Procedures for Sub-units of Standing Committees.
- n) meet annually face-to-face and maintain regular contact between meetings.

*Adopted by Council of General Synod, March 2019*

[If confirmed by General Synod 2019, will be added in Part II of Appendix B of the *Handbook of the General Synod of The Anglican Church of Canada.*]