

JOINT HEALTH SCIENCE BENEFITS TRUST (JHSBT)

Terms of Reference for JHSBT Communications Committee

I. MEMBERS

The Communications Committee is created by, and receives its authority from, the JHSBT Board of Trustees. Communications Committee members shall be Trustees as members to be determined from time to time by the Board of Trustees.

II. COMMITTEE CHAIR

The Committee shall select a Chair from among its members.

III. PURPOSE

The Communications Committee will assist the Board of Trustees (the “Board”) in fulfilling its oversight responsibilities by providing guidance to the Board on communications matters with respect to the Joint Health Sciences Benefit Trust (JHSBT) operations.

IV. DUTIES

1. Provide advice to the Board, as appropriate, on communications matters as they arise;
2. Maintain and periodically review harmonized branding for the JHSBT, including the Trust website, logo, visual identity, templates and core messaging, and recommend updates to the Board as appropriate;
3. Periodically assess and evaluate the delivery of communications against the needs and/or expectations of the beneficiaries;
4. Recommend communications initiatives to the Board for approval, as appropriate;
5. Review and approve, or recommend for Board approval as appropriate, website content, beneficiary-facing messages and related Trust-level communications protocols, including processes for content review, publication, version control, recordkeeping and any required notice to the Parties;
6. Identify the annual budgetary requirements related to the delivery of communications;
7. Provide periodic reports and updates to the Board on communications initiatives and strategies;
8. Approve expenditures relating to the delivery of communications, as appropriate.

V. GOVERNANCE

Recommendations and decisions of the Communications Committee shall be made by in accordance with sections VII and VIII. The Communications Committee shall report recommendations to the Board.

VI. MEETINGS

Meetings shall be convened on an as-needed basis but no less than quarterly. Meetings may be held in person, by telephone or on-line forum.

VII. QUORUM

The Committee may make rules for the conduct of its business and may appoint such assistants as they may deem necessary. A majority (50 per cent plus 1) of the members of a committee (including the committee Chair) shall constitute a quorum thereof.

VIII. VOTING

Motions arising at any meeting of a committee shall be determined by a majority (50 per cent plus one) of votes of the committee members present (including the committee Chair). In case of an equality of votes, the Chair shall not have a second or casting vote.