



# **DOHA COLLEGE**

## **BOARD OF GOVERNORS**

### **COMMITTEE TERMS OF REFERENCE**

## **COMMUNICATIONS**

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#### **1.0 NAME**

The name of the Committee is the **Communications Committee**.

#### **2.0 PURPOSE**

The purpose of the Communications Committee is to promote the positive reputation of the college to all in keeping with its commitment to excellence and ensure effective communication via all channels and in partnership with all stakeholders.

#### **3.0 COMPOSITION OF THE COMMITTEE**

The composition of the Communications Committee shall be governed by the general requirements for committees set out in the Doha College Constitution 2007 – Constitution of Committees.

The Communications Committee shall include not fewer than three Governors of the Board of Doha College. A quorum shall consist of not less than half the voting members of the Committee. A member of the leadership team will also be present on the committee as a non voting member as will a members or members of the staff.

The Secretary to the Communications Committee shall be the Board Secretary who shall record the proceedings of the meetings and maintain minutes of meetings and activities of the Committee

#### **4.0 DUTIES, RESPONSIBILITIES & SCOPE**

The Communications Committee shall, in partnership with the Leadership Group and on behalf of main Board:

1. Develop and implement a top lien communications strategy for the Board.
2. Coordinate the preparation of the annual report to parents
3. Prepare and coordinate press releases
4. Coordinate and deliver any press responses required
5. Coordinate the timing, agenda and content of meetings with parents & staff
6. Prepare and disseminate general communications to all stakeholders on behalf of the Board
7. Act as a resource and guide to the Chairman or other committees on issues included in the communications scope
8. Guide the board on issues of perception, presentation or concern within the stakeholder group
9. Strive to ensure a positive perception of the Board and its activities amongst all stakeholders, looking for opportunities to share successes and positive news
10. Website involvement and oversight in terms of look, feel and message

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11. Prepare an annual communications plan
12. Work with the chairman on coordination of draft responses to letters addressed to 'the Board'
13. In all matter the committee will review issues and matters in the best interests of the college and make recommendations accordingly to the Board to be adopted.

### **5.0 ACCOUNTABILITY**

- The Committee shall aim to meet once per month or more often as circumstances dictate as per the established meetings schedule.
- The meetings of the Committee and its work programme shall complement the College timetable of curriculum, recruitment and budget planning.
- The Committee shall report its discussions to the Board by maintaining minutes of its meetings and providing at least an oral report at each Board meeting.
- The Committee shall review and evaluate annually the adequacy of its Terms of Reference and report thereon to the Board with recommendations for changes to the Committee's Terms of Reference if required.
- The Secretary shall report annually in September to the Committee, for onward reporting to the Board, the attendance of each member of the Committee during the previous year.