

COMMUNICATION COMMITTEE **TERMS OF REFERENCE:**

CODE OF CONDUCT:

This code of conduct sets out standards of behaviour for Committee members. Adherence to this code will ensure that the group works well together and is effective. These are reasonable common sense standards that it is assumed all Committee members will automatically adhere to.

- Be open and honest
- Each person has the opportunity to speak on each issue
- All contributions at meetings must go through the chair.
- Members must listen to each other and respond to each other respectfully
- Meetings start and finish on time
- Only one person speaks at a time – no side conversations

PURPOSE AND KEY TASKS:

The key roles of the QPCC Communication Committee are as follows:

- To co-ordinate contact with the media
- To publicise and promote the campaign outside Queen's Park (inc WCC)
- Written communication within Queen's Park (newsletter and email)
- Deal with any complaints or objections

PRIORITIES:

The key priorities of the QPCC Communication Committee are:

- Raise the campaign's profile
- Make powerful friends
- Help build awareness and support locally

CHAIR: Susanna Rustin

VICE CHAIR:

Committee meetings will take place every 4-5 weeks