

28 May 2019

Communications Committee Terms of Reference

Background

1. The Communications Committee (the committee) is a Committee of the New Zealand Registered Architects Board (NZRAB), established under sections 55, 56 and 57 of the Registered Architects Act 2005.

Underlying Philosophy

2. The NZRAB intends to have in place and to implement a Communications and Engagement Strategy.

Objectives

3. The committee's tasks are to:
 - a. identify how the NZRAB can best facilitate, enhance and inform its work through effective external and internal communications and stakeholder engagement
 - b. recommend to the Board a Communications and Stakeholder Engagement Strategy to give effect to objective a.
 - c. subject to the Board adopting the strategy, monitor its implementation
 - d. identify and advise the Board regarding reputational risks and opportunities and recommend appropriate responses
 - e. undertake any other tasks as referred to it by the Board.

Membership

4. The committee members shall be appointed by the Board Chair. The Board Chair shall be an ex-officio member. As required by the Registered Architects Act 2005 Section 56, at least two Communications Committee members must be Board members. Other members may be appointed to provide an appropriate mix of skills and experience. A quorum shall be 50 per cent of the Communications Committee members, including at least 2 Board members.

Procedures

Meetings

5. The committee shall meet as required.
6. The committee may “meet” via email where appropriate under the same rules as apply for electronic Board meetings.
7. Meetings may be called by the Chair of the committee, or at the request of the Board Chair.

Attendance

8. Board members who are not members of the committee shall have the right to attend committee meetings.
9. NZRAB Staff shall be invited to attend meetings of the committee where appropriate.

Agendas and Minutes

10. Agendas and supporting documentation shall be circulated prior to meetings.
11. Draft minutes shall be distributed to committee members for final approval and to other Board members for their information.
12. Minutes shall be accompanied by an ‘action plan’ based on the committee’s decisions.
13. Minutes shall be appended to the relevant Board papers.

Publication of Terms of Reference

14. The committee’s terms of reference shall be publicly available on the NZRAB web site.

Secretariat

15. The NZRAB staff shall provide the communications Committee with secretariat services.