



The National Registrar of the Wood Energy Technical Training Program

WETT Communications Committee
Terms of Reference (edited 3/27/20)

Type: Standing Committee

Purpose: To coordinate WETT communication activities and implement communication strategies to support our objectives.

ACTIVITIES

- Manage WETT's social media tools in accordance with established policies.
- Activity monitor Twitter account, post tweets, re-tweets.
- Monitor the members' forum and proactively address concerns/issues.
- Work with the Board to develop communication strategies to support specific initiatives (e.g., member engagement).
- Post board meetings, communicate agreed content to members (via Forum and FireWire)
- Examine other avenues for communications.
- Work with the technical consultant to
 - ❖ Review and approve content,
 - ❖ Recommend articles.
- Recommend improvements/changes for WETT website.
- Work with the office on reviewing and approving content (e.g., brochures, FAQs).
- Revise communication policies/protocols as required.

COMPOSITION

- Two Board members
- Staff person
- Members at large

TERM

One-year term

REPORTING

- Board for policy changes.
- Extraordinary budget requests to be approved by the Treasurer.

POLICY REFERENCES

- WETT Policy Manual
- Social Media policy (to be developed)
- Privacy Policy
- CASL Policy

(Added March 27, 2020)

Any committee member who fails to attend two (2) consecutive meetings, without reasons acceptable to the Board, shall be removed from the committee.