



**BPA Communications Committee - Terms of Reference**

<b>Name</b>
Communications Committee
<b>Status</b>
A main Committee of Council reporting to the Council
<b>Purpose</b>
Communications with members and the wider public, including the BPA Mag, Starter Mag and websites: effectively the Editorial and Policy Committee
<b>Composition</b>
<ul style="list-style-type: none"><li>• Constituted annually (from AGM to AGM)</li><li>• Chair elected by Council</li><li>• No more than 6 Members of Council may comprise the voting members of the Committee, and never more than 50% of Council</li><li>• Vice Chair shall be a Council member</li><li>• A third Council member will, wherever possible, be a member of the Committee</li><li>• Editor of 'Skydive the Mag' and Digital Editor are co-opted as a non-voting members of Committee</li><li>• Representative/s of media partner attend (non-voting)</li><li>• BPA technical staff usually attend (non-voting)</li><li>• Committee Secretary is BPA staff (non-voting)</li><li>• Chairs of Communications &amp; Development Committees normally cover for each other as Vice Chair in the event of absence</li></ul>
<b>Voting</b>
Two-stage quorum of (i) a minimum of 2 Council Members including the Chair or Vice Chair and (ii) at least 51% of voting members. Motions carry by a simple majority. Chair has second or casting vote in a tie. Decisions subject to ratification by full Council. BPA rules for proxy votes apply.
<b>Responsibilities</b>
Everything to do with communications
<b>Subsidiary bodies</b> <b>Reporting in:</b>
Expo steering group and any other ad hoc working party or working group the Committee may from time to time convene.
<b>Additional details</b>
All Council members may attend all Committees (including in camera discussions). In camera sessions of each committee may be attended by; the voting members of that Committee; other Council members; and others only on the invite of the Chair of the meeting. Any BPA member has the right to attend to observe (except for any closed sessions) and speak.
<b>Annual Review of this document</b>
This document will be reviewed each December and any proposed variations shall be subject to ratification by Council to maintain consistency across committees as applicable.