



COMMUNICATION COMMITTEE Terms of Reference

- Reports to: Alberta Chamber Executives Board
- Objective: To post current information to the ACE website, Facebook group and to encourage the exchange of “best ideas” among the members.
- Responsibilities:
- Keep all content on the ACE website up to date.
 - Promote use of the hidden Facebook group by ensuring new members are added in a timely fashion and by encouraging ACE members to share information and best ideas.
 - Distribute Best Ideas form to all members and collect submissions at least once each year.
 - Add submissions to Best Ideas Book in the appropriate chapters ensuring format remains consistent with the rest of the Best Ideas Book.
 - Work with ACE Administrator to ensure information is shared across all ACE communication channels.
 - Work with ACE Administrator to ensure each communication channel is promoted to ACE members.
- Meeting Frequency: As often as required via email or phone
- Committee Members:
- Chair
 - Two members at large
- * At least one committee member must be a member of the hidden ACE Facebook group
- Approved: