



## New Brunswick Forest Technicians Association Terms of Reference Executive & Committee Positions of Accountability

Position(s):	Chair		
Committee:	Public Relations Committee		
Version:	Feb 27 <sup>th</sup> , 2005	Replaces Version:	July 12, 2001

### **GENERAL PURPOSE OF THE POSITION/COMMITTEE:**

- This committee is responsible for the promotion of and education about the NBFTA through various media sources as well as by attending various forestry functions and holding fund raising drives.
- The committee takes on any Public Relations Work.
- All committees and/or Boards formed by this association shall be responsible to and report to the executive of this association.
- Committee reports will be submitted, in writing, to the secretary prior to semi-annual executive meetings and annual general meetings.

### **MEMBERSHIP:** *As specified in the NBFTA Constitution, by-laws or otherwise.*

- The Public Relations Committee Chair is appointed by the NBFTA Executive Committee. The Chair in turn selects an unspecified number of NBFTA Members to assist as required.

### **TERM:** *As specified in the NBFTA Constitution, by-laws or otherwise.*

- There is no specified term for the Public Relations Committee Chair

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The primary duties and responsibilities of this position include, but are not limited to, the following:

- Proactively promote the image of the NBFTA through advertisement and representation at forestry events
- Participate at regular NBFTA executive committee meetings
- Report to the executive at regular executive committee meetings
- Develop and maintain an action plan
- Through ad's and attending forestry events communicate our purpose as an association to the public and forestry sector
- Select the New Brunswick Forest Technician of the year for the AGM, through nominations from the membership and in accordance with the selection criteria

- Aid in the selection of the New Brunswick Woodsmen's Forestry Hall of Fame Technician and Forester hall of fame inductee each year by sitting on the selection committee.
- Collect nominations for Technician of the Year and Hall of Fame inductees each year.
- Collect NBFTA Scholarship Applications and present them to the NBFTA executive at the fall meeting of each year for selection purposes.
- Assist in association initiatives as required
- Search out new advertising opportunities
- Contribute to the Azimuth Newsletter
- Post relevant PR committee news and activities on the NBFTA website.
- Responsible for such promotional items as hats, t-shirts, lapel pins, stickers and pamphlets.

### **MEETING FREQUENCY:**

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The chair of the Public Relations Committee should attend all NBFTA executive meetings, the NBFTA Annual General Meeting, and hold PR committee meetings as needed. (Usually 3-4 per year)

### **ADDITIONAL INFORMATION:**

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The committee is made up of 4 members, a chair and 3 members.

The chair, unless otherwise specified, notifies the members of the committee as to the meeting dates and works with the committee to achieve its goals.

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