

COMMUNICATIONS COMMITTEE



Purpose

To enable the Institute of Human Resources (iHRSL) to meet its objectives by engaging and connecting with its diverse range of stakeholder groups, establishing and maintaining a brand identity and creating protocols for internal and external communication.

This is a side ranging role, key to helping iHRSL have a voice and establishing itself as the leading body for Human Resources and Learning & Development practitioners in Sierra Leone.

Primary Remit

- Take the lead in Communications strategy design to improve the impact and effectiveness of iHRSL.
- Provide strategic and operations communications advice and support to other committees.
- Embed iHRSL's Communications strategy.
- Develop and lead the implementation of iHRSL's Brand strategy.
- Maintain brand identity by creating and/or coordinating all external communications.
- Engage and connect with iHRSL's diverse stakeholder groups - members, human resources practitioners, students, policy makers, learning institutions, business leaders.

These will be managed by the following underlying principles and values:

- Highest standards when engaging and communicating with our stakeholders taking into considering privacy and data protection issues.
- Ethical conduct in all its dealings.
- Collaboration.
- Respect and professionalism

Selection to the Committee:

- The Communications Committee shall consist of no less than three members of iHRSL, one of whom should also be functioning within the G&S Committee.
- The composition of this committee shall be reviewed every two years.
- A majority of the members of the Communications Committee shall elect the Chair.
- A member of the Communications Committee may be considered lapsed and removed from the Committee if they fail to attend three consecutive committee meetings, or if a request to be removed is approved by the Board.
- If the Committee members wish to continue and the Board approves their appointment, there shall be no limit to the number of terms they may sit.

Quorum:

- Quorum of two for a meeting to be held. All members must be present at meetings where key decisions or recommendations are to be made.
- Decisions to be made based on majority vote on such occasions.
- All decisions and/or recommendations to be made in writing to the Board for approval.

Meetings:

- Meetings should be held once every fortnight.
- Meetings can be held in person, online, or through teleconference.
- Notes or records of meetings should be taken providing clarity for follow up actions.