**MAURITIUS MARATHI CULTURAL CENTRE TRUST**

**Communication Sub-Committee**

**TERMS OF REFERENCE**

The **Communication Sub Committee** will assist the Board of the MMCCT in fulfilling its oversight responsibilities related to gathering information from various sources about improving the communication strategy of the MMCCT, to make recommendations to ensure its implementation.

The Sub-Committee will consist of 1 Chairperson and 4 members as designated by the Board.

**Objectives:**

1. Development of communication strategies and plans.
2. Identifying, developing and planning communications opportunities, activities and events (e.g. publications, communications to members, blog topics, website features, social media activities, facebook, media relations activities, etc.).
3. To ensure regular uploading and updating of information on social networks.
4. Redesigning and upgrading of MMCCT social networks as and when required or as may be instructed by the Board.
5. To ensure that the Management Support Officer gets the necessary training in updating the relevant information on social medias.
6. Recommend to the Board, policies and processes to ensure effective ongoing communication and positive relationships between MMCCT and the general public.

**Secretary**

The Management Support Officer or any other designated officer will act as the Secretary of the Sub-committee.

**Quorum**

The quorum necessary for the Sub-Committee shall be any 3 out of the 5 Members.

**Reporting Responsibilities**

The Chairperson of the Sub-Committee shall report to the Board on its proceedings. The Sub-Committee shall make recommendations to the Board as it deems appropriate or any area within its remit where action or improvement is needed.

**Other Matters**

The Sub-Committee Members shall:-

1. Have access to sufficient resources, in order to carry out their duties, including access to the MSO for assistance as required.
2. Work and liaise as necessary with all other Board Sub-Committees.
3. As and when required review the terms and reference of this Sub-Committee to ensure that it is operating at maximum effectiveness and recommend any changes they consider necessary to the Board for consideration and approval.

29th September 2021