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**CSA Communications Committee**

*Terms of Reference, Requirements and Duties for Incoming Communications Committee members****.***

1. **Introduction**

This document seeks to guide the CSA Communications Committee in its activities. The Committee derives its authority and mandate from the **CSA** Constitution that was ratified at the inaugural CSA Congress that was held in Nassau, Bahamas 2015.

* 1. **Composition**

Fully constituted, the Committee taking office on 10 October, 2016 shall consist of:

1. Chair of the Committee (Appointed by the CSA Vice Chairperson - Advocacy and Partnerships)
2. Social Media Coordinator – 2 positions
3. Editor – 2 positions
4. Campaign Coordinator – 2 positions
5. Graphic designer – 2 positions
6. Website Manager – 1 position

It shall also incorporate the following persons on *ex-officio* basis:

1. CSA Vice Chairperson - Advocacy and Partnerships
2. CSA focal point from Commonwealth Secretariat
	1. **Overall Terms of Reference**

The following document refers to the ***Terms of Reference*** of the CSA Advocacy and partnerships’ Committee;

1. Plan, design, develop and manage all aspects of External Communication for the CSA.
2. Develop a communication strategy and plan in line with the CSA Strategic Plan.
3. Work in close coordination with the CSA Steering Committee and the Commonwealth Secretariat to deliver the communication strategy and plan.
4. Respond to communication requests in a timely manner.
5. Drive CSA’s communication for better advocacy to address student/education related issues.
6. Use effective communications to raise the profile and awareness about CSA and its work in member countries.
7. Represent CSA at National, Regional and International meetings/forum when requested.
8. To assume any other functions as determined by the CSA Steering Committee.

**1.3 Duration of Office**

The CSA Communications Committee shall assume office on 10 October, 2016, and shall work on probation for the first 6 months. Its official mandate shall run until the end of the next Commonwealth Students Forum scheduled on the sidelines of the 20th Conference of Education Ministers (20 CCEM) to be held in Fiji 2018.

**1.4 Meeting Schedule**

Members are to meet virtually at least once every month.

**1.5 Qualification/skill/experience**

The Communications Committee member must be experienced Student Leaders with excellent technical skills applicable to the respective position.

* Social Media Coordinator – Sound experience in managing social media platforms
* Editor – Excellent written skills
* Campaign Coordinator – Sound experience in managing successful campaigns
* Graphic designer – Excellent graphic designing skills
* Website Manager – Excellent content and website management skills

Furthermore, sound knowledge on education, student leadership and SDGs will be an advantage. Core competencies required for the Committee member include:

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| Cluster | Competency | Definition  |
| INTER-PERSONAL | Working with Others | Develops productive relationships with others, respecting cultural diversity |
| General communication | Expresses information clearly and effectively; listens actively; correctly interprets messages and responds appropriately ensuring communication is tailored for the audience and reaches the appropriate stakeholders |
| Leadership & Development | Provides and communicates a clear vision, purpose and direction; serves as a role model; proactively develops strategies to achieve objectives. Empowers others to translate vision into results. Is decisive, shows courage to take unpopular stances and drives for change and improvement. Supports own and others’ development.  |
| EXPERTISE | Planning & Analysis | Organizes and prioritizes tasks effectively, whilst monitoring performance against deadlines and milestones; interpreting relevant information effectively in the resolution of a range of issues |
| PRINCIPLES & VALUES | Accountability | Takes ownership of all responsibilities and honors commitment, delivers output for which one has responsibility within prescribed time, cost and quality standards. |
| Respect for Diversity | Building respect, tolerance and understanding of diversity amongst all staff in dealing with clients, external parties and other stakeholders. |
| Adhering to Principles & Values | Operates in line with the values and principles of the Commonwealth, striving to support the Commonwealth in pursuit of its aims |
| DRIVE | Decision Making | Objectively assesses available information, making effective decisions in relation to a variety of issues and taking ownership for them |

**1.6 Time Commitment**

The Communications Committee member should allow a minimum of 20 hours per month in order to successfully execute his/her duties. Members are to meet every fortnight to update one another.

**END**