



CANADIAN ASSOCIATION OF
HOME & PROPERTY INSPECTORS
ASSOCIATION CANADIENNE
DES INSPECTEURS DE BIENS IMMOBILIERS



CAHPI Terms of Reference

Communications Committee

Drafted: 5Apr2024

Approved:

Name of the committee:

CAHPI Communications Committee

(Formerly: PR Committee and Social Media Committee)

Purpose:

The purpose of this committee is to oversee CAHPI Communication platforms.

Important duties and responsibilities:

1. Provide newsworthy content for distribution via website, emails, newsletter, social media, etc.
2. Support development of content and proof-read bi-monthly newsletter.
3. Support and maintain timely content on CAHPI website.
4. Oversee all CAHPI marketing efforts (including on-line store content).

Estimated Time Commitment:

1-hr Meetings will be held as needed to advance the activities of the Committee.

Meeting Frequency: Bi-monthly (max)

Composition and roles

Committee Chair will be a CAHPI Board Member and committee members can be populated with additional Board members and / or Members at large.

Committee efforts will be supported by CAHPI Staff.

Annual objectives

Ensure that all CAHPI communications on all platforms (website, emails, newsletter, social media) are relevant, timely, and accurate.

Reporting details

Committee reports will be reviewed at the Board level.