



NADD ONTARIO

COMMUNICATIONS COMMITTEE

TERMS OF REFERENCE

PURPOSE: Communication of information related to dual diagnosis and the Habilitative Mental Health Resource Network (NADD Ontario).

ACCOUNTABILITY: The Committee is accountable to the Board of Directors of NADD Ontario.

FUNCTIONS:

1. maintaining up to date information on local Dual Diagnosis Committees and/or Networks of Specialized Care
2. maintenance and expansion of website
3. other such tasks as may be relevant to the Committee's purpose
4. facilitating information sharing across the province re local committees, activities, protocols
5. newsletter publications

MEMBERSHIP: A minimum of three members from the Board, including a Committee Chair.

OPERATIONS: Each Committee member will contribute towards fulfilling the functions of the Committee in a coordinated and mutually determined fashion:

- Newsletter: all members of the committee will take lead responsibility for soliciting input on sections of the newsletter; all members will serve as the editorial board of the newsletter by periodically reviewing and updating format, reviewing content before going to press, etc.
- Web Site: one member of the committee will take the lead responsibility in liaising with the webmaster. The committee as a whole will review any recommended changes or additions.

FREQUENCY OF MEETINGS: The Committee will communicate primarily through telephone conferencing and e-mail, with at least one meeting per year proposed in conjunction with a regularly scheduled meeting of the Board of Directors.

OUTCOMES: The Committee will develop a work plan for the Board of Directors on a yearly basis.

Adopted Nov, 2007