



Communications Committee Roles & Responsibilities

Led By: Communications Committee Chair

Reports To: Executive Director

Purpose:

The Communications Committee is a standing committee with goals of insuring the visibility of the organization to the public in multiple formats.

Membership of the Communications Committee is reviewed by the President. The Communications Committee Chair, Committee Members and the Executive Director will work together to determine committee needs and will brainstorm new and potential committee members.

Communications Committee Chair Responsibilities

- Provide leadership for the committee
- Facilitate communication and discussion during the meetings
- Serve as spokesperson within the organization for the committee
- Facilitate the meeting according the agenda
- Create the agenda in partnership with staff support
- Provide research as needed for the committee
- Send out meeting reminders and agendas
- Take minutes during the meeting and create the monthly Board report
- Stay in regular communication with the Executive Director
- Bring the viewpoint of the Board of Directors to the committee discussion
- Bring action items and recommendations from the Committee to the Executive Director when necessary.
- Report Board decision back to the committee.

Committee Expectations:

- The Communications Committee will provide written reports to the full Board of Directors of any actions taken, meetings held or discussions that have occurred.
- Maintain an active Facebook presence
- Update the organizations website as needed with events, news, links or other data
- Develop handout material for events and community meetings
- Issue press releases at the direction of the Executive Director or releases relating to events or news presented from a committee chair or committee coordinator
- Maintain an active presence on Twitter
- Maintain an active presence on Instagram
- Publish, at least monthly, an electronic newsletter to all subscribers



- With support from staff, annually submit objectives and a work plan for the committee as part of the planning and budgeting process.
- With support from staff, annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Executive Director.
- Annually, the Communications Committee will review the committee charter, committee work plan and committee membership. Any members who have not attended regular meetings or documented activities to promote the committee's objectives for a period of 6 consecutive months will be removed from the membership list.
- The committee will meet at least 6 times each year either in person or via conference call.

Committee Members Responsibilities:

- Serves in an advisory role to guide the committee
- Expresses ideas and provides input
- Actively participates in meetings, contributing to the discussion, brainstorming and sharing innovative ideas
- Reviews material and provides input for improvement
- Serves as internal/external linkages for CCPR to open doors to further the organization's mission and vision.
- Participate in the development and implementation of the committee work plan

Time Commitment For Committee Members

- Committee members should anticipate being available an average of 3-4 hours per month.