

Charter for the Communications Committee

The Communications Committee is one of several primary committees that report directly to the CFS Board. These committees are charged with fulfilling key responsibilities for the CFS Board.

Purpose

The purpose of the Communication Committee is to facilitate communication for CFS.

Roles and Responsibilities

The Communications Committee:

- Promotes communication to the CFS members—including the annual spring meeting.
- Maintains online communications such as the CFS website, Google Groups and Facebook.
- Reviews Communications policies and guidelines annually and suggests revisions as needed.
- Responsible for the Day Under the Dome information table.

Membership

- Members are assigned by the Board, based based on the spring member interest inventory.
- Term is one year
- Members may serve continuous years, and there is no term limit.
- The chair of the Communications Committee may serve no more than two years in a row.

Accountability

- The Communications Committee is accountable to the CFS Board.
- The Communications Ambassadors are the liaison between the committee and the Board. They will provide a Communications report at the monthly CFS Board meetings.
- Minutes and/or reports from committee meetings will be sent to the Communications Ambassadors.
- The chairperson will check with members to see that they are making progress with their tasks and update the Communications Ambassadors.

Meeting schedules

- Will meet as needed, but no less than once a year

Meeting Format

- TBD by the members
- Chair is responsible to call and run the meetings.
- Chair is responsible to see that minutes/documentation are sent to the Communications Ambassadors.