



Georgia Association of Public Pension Trustees

Promoting Education for Public Pension Trustees in Georgia

Communications Committee General Information and Responsibilities *(Approved August 24, 2017 – Revised October 22, 2020)*

Communications Committee Overview

The Communications Committee is responsible for the internal and external communications priorities of the Association, including web-based communications and public relations. The Executive Director supports the Communications Committee by formatting and distributing newsletters, articles, and publicity materials.

Communications Committee Structure and Appointment

To serve on the Communications Committee, an individual must be a GAPPT Affiliate or Plan Sponsor member in good standing. The Communications Chair is the leader of the Communications Committee.

Communications Chair – Appointed by the Board of Directors

- Two Year Term (In addition to Vice Chair Term and any Committee Member Term)

Communications Vice Chair – Recommended by the Chair and Appointed by the Board of Directors

- One Year Term (In addition to any Committee Member Term)

Committee Members – Recommended by the Chair and Appointed by the Board of Directors

- Two Year Term

Committee members and the Vice Chair report to the Communications Chair. The Chair reports to the GAPPT President and the Board of Directors. Committee members may be eligible for reappointment at the sole discretion of the Board of Directors.

In general, a person should not serve the Association in more than one capacity at any time, nor should two individuals from the same institution serve on the same committee.

Communications Committee members will generally serve two year terms, with one half of the Committee rotating off annually; terms will begin and end at the Annual Conference. The Communications Committee will consist of members sufficient in number to handle the Committee's activities and responsibilities.

Committee Member Resignation or Removal

A committee member may resign from their position by giving written notice to the Communications Chair. A committee member may also be removed from their position for cause. Reasons for removal to include, but not limited to:

- Engaging in conduct prohibited by the bylaws; or
- Failing to attend regularly scheduled Communications Committee meetings.

Compensation and Expense Reimbursement

Committee members serve without compensation. Members may be reimbursed for reasonable expenses incurred in the course of conducting or engaging in their duties as allowed by GAPPT policy and with approval by the Board of Directors.



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Communications Committee Member Responsibilities

Active Communications Committee members should:

- Develop the Association's communications strategy, utilizing appropriate channels and vehicles to ensure that members, (and relevant external constituents), are informed about GAPPT priorities and activities;
- Identify the optimal approach for communicating with the GAPPT membership, understanding that this approach has evolved in recent years, and will likely do so in the future;
- Commission and approve articles for publication in the Association's newsletter, "The GAPPT News and Reports";
- Review and update the Newsletter Guidelines annually;
- Prepare for and attend Communication Committee meetings, ask questions, follow through on any given assignments, and review any supporting materials prior to meetings;
- Encourage GAPPT members to apply for future Communication Committee member positions;
- Remain current on GAPPT events by following its website, attending its educational programs, and learning more about the issues that impact Georgia's public pension plan trustees.
- Act as an ambassador for the Association;
- Communicate effectively with other Committee members;
- Avoid conflicts of interests and comply with GAPPT policies; and
- Refrain from conduct that reflects negatively on the GAPPT.

Communications Chair Responsibilities

In addition to the responsibilities required of an individual committee member, the Communications Chair is expected to guide their committee and collaborate with the Executive Director to develop necessary work plans and meeting agendas.

The Communications Chair should:

- Approve agendas of committee meetings before their distribution;
- Report to the Committee on decisions of the Board of Directors that affect the committee's work;
- Where appropriate, guide the committee in proposing new policies, programs and services that will further the mission and goals of the GAPPT and its Board of Directors;
- Where appropriate, make recommendations to the President for transmission to the Board of Directors;
- Understand a Chair's primary role is as facilitator by guiding and encouraging discussion at committee meetings; and
- Report on the committee meetings, including decisions reached, and follow-up actions to be taken, with deadlines for implementation.

Communications Committee Information

The following information is intended to support the Committee's role within the Association.

- **Documents:** The Communications Chair should be familiar with the following:
 - All GAPPT policies relating to communication and educational events;
 - The Newsletter Guidelines; and
 - The GAPPT calendar and planning timeline.



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Communications Committee Information (continued...)

- **Meetings:** It is expected that the Communications Committee meet as a group on a regular basis via teleconference and once in person at the annual educational events.
- **Ad Hoc Committees:** The Communications Committee may establish ad hoc committees as necessary.
- **Budget:** If deemed necessary, the Treasurer will prepare a committee budget with input from the Executive Director and Communications Chair.

GAPPT Calendar and Planning Timelines

An updated GAPPT Calendar will be given to the Communications Chair for distribution. Committee members should note any additions/changes regarding planning timelines, and submit the updates to the Executive Director for inclusion on the following year's documents.

Thank you for serving on the GAPPT Communications Committee. Questions or concerns may be directed to the Communications Chair at editor@gappt.org, the GAPPT President at president@gappt.org, or the Executive Director at execdirector@gappt.org.