



# Georgia Association of Public Pension Trustees

## Promoting Education for Georgia's Public Retirement System Fiduciaries

### Communications Committee Guidelines

#### General Information and Responsibilities

*Effective Date: August 24, 2017 | Revision Date: January 25, 2022*

#### Overview:

The Communications Committee is responsible for overseeing the internal and external communications priorities of the Association, including web-based communications and public relations. The GAPPT staff supports the Communications Committee by collecting publication articles, formatting, and distributing the newsletter, drafting publicity materials, as well as designing and uploading website content.

#### Structure and Appointment:

The Communications Committee Chair is the leader of the Communications Committee.

**Communications Committee Chair** – Appointed by the Board of Directors

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

**Communications Committee 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

Communications Committee members and the Vice Chair report to the Chair. The Chair reports to the Board of Directors. Communications 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 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.

#### Member Qualifications and Evaluation:

To serve on the Communications Committee, an individual must be a GAPPT Affiliate, Plan Sponsor, or Emeritus member in good standing.

Committee members are evaluated annually by the Communications Committee Chair on their level of participation and adherence to these Committee Guidelines.

#### Member Resignation or Removal:

A member may resign from their position by giving written notice to the Communications Committee Chair. A 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 while conducting or engaged in duties as allowed by GAPPT policy and with Board of Directors approval.

### **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;
- Approve articles for publication in the Association's newsletter, "GAPPT News and Reports";
- Approve articles for publication in the Association's online newsletter, "The Monthly Memo";
- Prepare for and attend Communications 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 Communications 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 retirement system trustees.
- Act as an ambassador for the Association;
- Communicate effectively with other committee members;
- Encourage other public retirement system professionals to attend GAPPT educational events and programs;
- Avoid conflicts of interests and comply with GAPPT policies; and
- Refrain from conduct that reflects negatively on the GAPPT.

### **Chair Responsibilities:**

In addition to the responsibilities required of a committee member, the Communications Chair is expected to guide their committee and collaborate with GAPPT staff to develop work plans and meeting agendas.

The Communications Chair should:

- Review the Communications Committee Publication Guidelines annually;
- Review the Newsletter Article Guidelines annually;
- Review the final draft of "GAPPT News and Reports" before its publication;
- 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;
- Serve as a 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.

### **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 Communications Committee Publication Guidelines;
- Newsletter Article Guidelines; and
- The GAPPT calendar.

**Meetings:** It is expected that the Committee meet as necessary to carry out their responsibilities.

**Ad Hoc Committees:** The Committee may establish ad hoc committees as necessary for an event.

**Budget:** If deemed necessary, the Treasurer will prepare a committee budget with input from the Executive Director and Communications Committee Chair.

**Calendar and Planning Dates:**

An updated GAPPT Calendar will be given to the Communications Committee 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](mailto:editor@gappt.org), the GAPPT President at [president@gappt.org](mailto:president@gappt.org), or the Executive Director at [execdirector@gappt.org](mailto:execdirector@gappt.org).*