Communications Committee Guidelines

General Information and Responsibilities

Effective Date: August 24, 2017 | Revision Date: October 16, 2026

Overview:

The Communications Committee manages the internal and external communication priorities of the Georgia Association of Public Plan Trustees® (GAPPT), including its online communications. The GAPPT Staff assists the Communications Committee by gathering publication materials and articles, coordinating with the graphic designer, drafting additional content, distributing the newsletter and digital messages, and 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.

The Communications Committee will have enough members to manage its activities and responsibilities. Generally, a person should not serve on more than one committee at a time, nor should two individuals from the same institution serve on the same committee.

Communications Committee members typically serve two-year terms starting on May 1st and ending on April 30th. Members may be eligible for reappointment if recommended by the Communications Committee Chair and approved by the Board of Directors.

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.

The Communications Committee Chair evaluates committee members annually for their participation and compliance with these Guidelines.

Member Resignation or Removal:

A member may resign by giving written notice to the Communications Committee Chair. Additionally, a member will lose their committee position if they are no longer associated with the organization that formed the basis for their GAPPT membership. A member may also be removed from their committee position for cause. Reasons for removal include, but are not limited to:

- Engaging in conduct prohibited by the Bylaws or GAPPT policies.
- 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 the Board of Directors' approval.

Refer to the GAPPT Reimbursement Policy.

Member Responsibilities:

Active Communications Committee members should:

- Assist in developing the GAPPT's communications strategy by utilizing appropriate channels and vehicles to ensure members and relevant external stakeholders are informed about GAPPT priorities and activities.
- Identify the best way to communicate with the GAPPT membership, recognizing that this method has changed over recent years and will likely continue to evolve.
- 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 committee meetings by asking questions, following up on assigned tasks, and reviewing any supporting materials in advance.
- Communicate effectively with other committee members.
- Encourage GAPPT members to apply for future committee member positions.
- Act as an ambassador for the GAPPT.
- Encourage other public retirement system professionals to attend GAPPT educational events.
- Avoid conflicts of interest and adhere to GAPPT policies.
- 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 the committee and collaborate with GAPPT Staff to develop work plans and meeting reports.

The Communications Chair should:

- Review these guidelines annually and provide updates to the Executive Director.
- In October, provide the Executive Director with the dates for next year's committee meetings.
- Inform the GAPPT Staff of any committee roster changes.
- When necessary, recommend a vice chair candidate for the Board of Directors' consideration and approval.
- Review the Communications Committee Publication Guidelines annually.
- Review the Newsletter Article Guidelines annually.
- Review the final draft of "GAPPT News and Reports" before publication.
- Approve agendas of committee meetings before their distribution.
- Attend scheduled GAPPT Board of Directors meetings.
- Report to the Board of Directors on the committee's meetings, including decisions made and follow-up actions with deadlines for implementation.
- Approve any committee meeting agendas before their distribution.
- Act as a facilitator by leading and supporting discussions during meetings.
- Report to the committee on the decisions made by the Board of Directors that impact the committee's work.
- When appropriate, assist the committee in recommending new policies and procedures that support the mission and goals of the GAPPT.

Committee Information:

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

Documents: The Communications Committee Chair should be familiar with the following:

- The GAPPT Bylaws.
- All GAPPT policies relating to its publications and events.

- The Communications Committee Publication Guidelines.
- Newsletter Article Guidelines.
- The GAPPT calendar.

Meetings*:* The Communications Committee is expected to meet as necessary to carry out its responsibilities.

Ad Hoc Committees: The Communications Committee may establish ad hoc committees as needed. Each ad hoc committee will have enough members to manage its tasks and responsibilities.

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

GAPPT Calendar and Planning Dates:

The GAPPT Calendar will be provided to the Communications Committee Chair before January 1st. Any additions or changes should be submitted to the GAPPT Staff for inclusion.

Thank you for serving on the Communications Committee. Questions or concerns may be directed to the Communications Committee Chairperson or info@gappt.org.