



Communications Committee Guidelines

General Information and Responsibilities

Effective Date: August 24, 2017 | Revision Date: November 15, 2024

Overview:

The Communications Committee oversees the internal and external communications priorities of the Georgia Association of Public Plan Trustees (GAPPT), including its web-based communications. The GAPPT staff supports the Communications Committee by collecting publication material and articles, coordinating with the graphic designer, drafting additional content, distributing the newsletter and digital communications, 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 sufficient members to handle its activities and responsibilities. In general, a person should not serve on more than one committee 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 May 1st and end April 30th. Members may be eligible for reappointment with the recommendation of the Communications Committee Chair and approval of 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 on their participation and adherence to these Guidelines.

Member Resignation or Removal:

A member may resign by giving written notice to the Communications Committee Chair. Additionally, a member will forfeit their committee position if they are no longer associated with the organization that served as 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.

Member Responsibilities:

Active Communications Committee members should:

- Assist in developing the GAPPT's communications strategy, utilizing appropriate channels and vehicles to ensure 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 before 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 public retirement system trustees.
- Act as an ambassador for the GAPPT.
- Communicate effectively with other committee members.
- Encourage other public retirement system professionals to attend GAPPT educational events.
- Avoid conflicts of interest and comply with 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 the Communications Committee Publication Guidelines annually.
- Review the Newsletter Article Guidelines annually.
- Review the final draft of "GAPPT News and Reports" before publication.
- Inform the GAPPT staff of any committee roster changes.
- When needed, recommend a vice chair candidate for the Board of Directors' consideration and approval.
- 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.
- 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 Communication Committee's role.

Documents: The Communications 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. Any ad hoc committee will have sufficient members to handle its activities and responsibilities.

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

Master Calendar and Planning Dates:

The GAPPT Calendar will be given 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.