



ASPNR COMMUNICATIONS COMMITTEE CHARTER

I. Purpose of the Communications Committee

The purpose of the communications committee is to assist the board of directors to develop, update and monitor the ASPNR's communications policies, website, social networking accounts, and electronic discussion groups, as well as recommend new ways for the ASPNR to communicate with its members and other interested parties through alternative media platforms.

II. Role of the Communications Committee

The communications committee will partner with the management team to develop and oversee a consistent and active communication and public relations strategy of the ASPNR as a way to share information among all stakeholders for the purposes of program messaging, fundraising, awareness, branding and advocacy activities as a way to connect with physicians, trainees, scholars, researchers, decision-makers, and others within the society and among the general public with an interest in the promotion and preservation of the ASPNR.

III. Composition of Communications Committee

The president shall identify the chair and members of the communications committee with the approval and authority of the board of directors. The chair of the membership committee shall be an ASPNR board member. The communications committee shall be comprised of at least two (2) members of the board of directors, exclusive of the president, with the president serving as an *ex officio* member of all committees, unless otherwise provided by the board of directors. The communications committee may include up to but not more than ten (10) general members of the ASPNR who are in good standing and who are not serving on the board of directors, each of whom shall be appointed by the president with the approval of the board of directors. The president may designate one or more alternate members of the communications committee; these alternates may replace any absent or disqualified member at any meeting of the communications committee. The chair, each other member, and each alternate of the communications committee shall serve for a term of one (1) year or until he or she resigns, is removed, becomes disqualified or until his or her successor is duly elected and qualified. A term of office shall be defined as the interval from the end of one (1) Annual ASPNR Conference and Business Meeting through the end of the next Annual ASPNR Conference and Business Meeting.

IV. Principal Responsibilities and Accountabilities of the Communications Committee

A. Develop a good working knowledge of social networking, appropriate outreach to members and non-members, and an awareness of good social networking protocols;

- B. Manage and assess the ongoing development of the ASPNR’s use of social media platforms (including the ASPNR Website, Twitter feed, Instagram account, Facebook page and other social media platforms);
- C. Manage and assess the ASPNR’s existing and future news publications, including the ASPNRs news section “Headline News”, promote scientific and educational communications and newsworthy publications that may result from conference sessions or journal articles;
- D. Seek and implement new means of communicating with members and non-members as needed;
- E. Solicit feedback as needed on the ASPNR’s communication and outreach initiatives;
- F. Support advertising for and exhibiting at ASPNR meetings and initiatives and meetings of other professional associations;
- G. Assist the management company with the ASPNR’s communications in terms of creating new substantive content areas as well as developing procedures for obtaining and/or vetting substantive contributions from ASPNR members;
- H. Coordinating committee members and ASPNR members to post materials on the ASPNR webpage, which serves as a home for substantive knowledge sharing;
- I. Ensure that content on the ASPNR website is accurate and current;
- J. Work with the membership and programs committee on joint marketing initiatives and general communications with members; and
- K. Advise all other ASPNR committees on matters related to communications.

The communications committee shall exercise such additional authority as may be delegated to it from time to time by the board of directors.

V. Prohibited Powers

The communications committee shall not have the power or authority to:

- A. Amend the articles of incorporation or bylaws of the ASPNR;
- B. Amend the charter of any committee of the board of directors; and
- C. Take any action delegated by charter to any other committee of the board of directors.

VI. Meetings of the Communications Committee

The communications committee shall hold meetings as necessary or desirable for the purpose of transacting such business as may properly come before the committee. Minutes of all meetings shall be taken and shared with the board of directors promptly after approval by the committee. Meetings of the communications committee shall be called by the president or the chair of the committee on twenty-four (24) hour notice to each member, either personally, by electronic mail, or by mail. Notices of each meeting of the communications committee shall be provided to each committee member, alternate committee member, and ex-officio committee member, as applicable, by the chair of the committee or, upon the chair's request, by the secretary of the ASPNR, and shall specify the date, place and hour of the meeting. Individuals who are not members of the committee may be requested to attend a meeting and, in that event, an invitation to do so will be provided by the chair of the committee or, upon the chair's request, by the secretary of the ASPNR. Unless required by statute or the bylaws, the notice need not state the nature of the business to be conducted at the meeting. At least a majority of the persons entitled to vote at a meeting of the communications committee shall constitute a quorum for the transaction of business and the acts of a majority of the members present at any meeting at which a quorum is present shall be the acts of the communications committee. Any action which may be taken at a meeting of the communications committee may be taken without a meeting if a consent or consents in email writing setting forth the action so taken shall be approved by a majority all of the members of the committee and shall be filed with the secretary of the ASPNR. If any notice of a meeting is required as aforesaid, then attendance at the meeting or a waiver in writing approved by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. One or more members of the communications committee may participate in a meeting of the communications committee by means of web conferencing, telephone or similar communications equipment, whereby all persons participating in the call can hear each other. Provided that all notice requirements for holding the meeting have been met, action may be taken at such a web conferencing or telephone meeting to the same extent and in the same manner as if all persons participating were physically present at the same location. The agenda for meetings of the communications committee will be developed by the chair of the committee. The communications committee may invite any director, ASPNR member, outside advisor or other individual who is not a committee member to attend committee meetings, but such invited persons shall not have voting power and will not be regarded as a committee member.

VII. Resources and Authority of the Communications Committee

The communications committee, as necessary, may retain experts or advisors through the committee, that the committee reasonably believes to be necessary to fulfill its duties. Any activities by the communications committee that will incur new fees, including but not limited to retaining experts or advisors, must be pre-approved by the board of directors.