



## Communications Committee Charter

### **Purpose**

The communications committee ensures meaningful, timely internal and external communications of matters of interest to the NASAO membership.

### **Roles and Functions**

The committee will:

- Oversee the development and implementation of the communications strategic plan
- Provide direction to NASAO staff engaged in communications activities (social media, website, member notebook, NASAO briefs, etc.)
- Ensure maintenance of important NASAO documents (bylaws, committee charters, etc.)
- Provide an annual report to the board
- Other duties as assigned by the board

### **Membership**

Chair - NASAO Secretary

At least 3 members, including staff with expertise in communications

Business partners as determined by the Committee

(attach table with individual names identified)