



Communications Committee Roles & Responsibilities

Led By: Communications Committee Chairperson

Reports To: Board of Directors

Purpose: To effectively communicate the Mission, Objectives, News and other Information of the Justice Coalition USA and manage the technical issues and assistance needed to provide that effective communication.

Communications Committee Chair Responsibilities

- Provide leadership for the committee.
- Facilitate communication and discussion during the meetings
- Serve as spokesperson within the organization for the committee
- Facilitate the meeting according to the agenda
- Create the agenda in partnership with staff support
- Provide research as needed for the committee
- Send out meeting reminders and agendas
- Take minutes during the meeting and create the monthly Board report
- Stay in regular communication with the President of the Coalition
- Bring the viewpoint of the Board of Directors to the committee discussion
- Bring action items and recommendations from the Committee to the Executive Board when necessary.
- Report Board decisions back to the committee.

Committee Expectations:

- The Communications Committee will provide written reports to the full Board of Directors of any actions taken, meetings held or discussions that have occurred.
- Maintain an active Facebook, Instagram & Twitter presence.
- Update the organizations website as needed with events, news, links or other data.
- Develop handout material for events and community meetings.
- Issue press releases at the direction of the Executive Board or releases relating to events or news presented from a committee chair or committee coordinator.
- Publish an electronic newsletter to all members & subscribers.
- Submit objectives and a work plan for the committee as part of the planning and budgeting process.
- The committee should meet at least 6 times each year either in person or via conference call.

Committee Members Responsibilities:

- Serves in an advisory role to guide the committee
- Expresses ideas and provides input
- Actively participates in meetings, contributing to the discussion, brainstorming and sharing innovative ideas
- Reviews material and provides input for improvement
- Serves as internal/external linkages to further the organization's mission and vision.
- Participate in the development and implementation of the committee work plan.