

Communications Committee Charter

Updated 1 July 2025

The Communications Committee shall be an ad hoc committee responsible to the National Executive Board (NEB). The purpose of the committee is to develop, collect, organize, and maintain content for use by the Regional Vice Presidents (RVP) and respective regional communication teams and to help facilitate the distribution of the content at the direction of the RVP.

Composition

The Communications Committee shall be comprised of one (1) active member in good standing from each region, any ad hoc members, including National Office staff, as needed, and one RVP. The NEB shall appoint one committee member to serve as the Chairperson. The committee shall select one of its members to serve as Vice-chairperson, subject to NEB approval.

Meetings

The Communications Committee shall meet in person one (1) time per year. Any other meetings will normally be conducted virtually. A quorum will be defined as those members present and participating in the meeting. Any issue requiring a vote of the committee will require a majority of the votes cast in order to be adopted.

Roles and Responsibilities

The Communications Committee will act as a conduit of information from the NATCA committees, NATCA events, timely NATCA news, and any other pertinent information relating to NATCA. The committee shall keep and maintain this information in a place accessible to the committee and the NEB for use determined by the RVPs. Committee members will brief their respective RVPs on updates and changes to the information.

The Chairperson or their designee, shall attend Committee Chair meetings and report to the committee on information obtained from the meetings, as soon as practicable.