

# **CHARTER OF THE COMMUNICATIONS COMMITTEE OF THE PROJECT MANAGEMENT INSTITUTE TALLAHASSEE, FLORIDA CHAPTER**

## **1. PURPOSE OF THE COMMITTEE:**

“The purpose of the Communications Committee (CC) shall be to facilitate improvements to and the on-going maintenance of the Chapter newsletter, web site, and e-mail communications to keep membership and others interested in project management informed of Chapter and other project management activities.”

This purpose will be accomplished by a phased approach. The first phase will be to redesign and restructure the communication tools to address the needs of the local membership. The second phase will be to include functions and features that will appeal to project managers outside our local area. The third phase will be to institute an on-going program for continuous improvement to the communication tools.

## **2. COMPOSITION OF THE COMMITTEE:**

The Communications Committee shall be comprised of the Vice President of Communications as the chairperson and three (3) or more chapter members appointed by the President or his/her designee. [This is in accordance with Article VII – Section 2 of the Bylaws which states; “*All committee members and a chairperson for each committee shall be appointed by the President, with the approval of the Board, except as provided otherwise in these Bylaws. Committee members may be appointed from the membership of the organization.*”]

Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President or his/her designee.

## **3. MEETINGS & PROCEDURES OF THE COMMITTEE:**

The Communications Committee shall meet at least four (4) times annually or more frequently as circumstances require and as requested by the chairperson. Initially, the Committee shall meet as designated by the committee chair. Meeting length will be established by the chairperson and announced as a part of the agenda. Meeting times and sites will be announced to the committee members by the chairperson

## **4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:**

The Communications Committee shall establish measurable goals at the beginning of every year. At least once a year or as frequently as required, the CC shall perform a self-examination to

ascertain if the established goals are being met. The CC shall also seek feedback from the chapter members in order to determine the value that the members are deriving from the CC.