



## **COMMUNICATIONS COMMITTEE CHARTER**

**Updated and Approved: January 4, 2024**

### **Purpose Statement**

To develop a process for AAAEM members to share and network through various platforms and facilitate communication to membership; support AAAEM communication strategy

### **Committee Charter Creation**

*November 10, 2023*

### **Scope:**

Maintain platforms of communication (newsletter, social media, discussion board, etc.), manage publicity of activities

### **Membership**

Membership is open to all AAAEM members in good standing, unless otherwise approved by the Executive Committee.

### **Regular or Standing Activities of the Committee**

- Quarterly newsletter
- Presentation at annual meeting
- Monthly/bi-monthly/quarterly meetings
- Solicitation of membership accolades and announcements

### **Committee Member's Expectations/Commitments**

- Committees' members are aware of the role of the committee
- Committees make a critical contribution to the academy, but they do not replace the responsibilities of the executive committee
- Committees evaluate their work annually
- The committee chair, as the liaison to the executive committee, consults with the executive committee
- Committee members make a commitment to participate actively in the committee's work, including substantive participation in committee meetings, tangibles, and discussions
- Members stay informed about committee matters, prepare themselves well for meetings, and review and comment on minutes and reports
- Committee members volunteer for, and willingly accept assignments, and complete them thoroughly and on time
- Committee members get to know each other and build a collegial working relationship that contributes to, and enhances consensus

### **Guidelines for Interaction**

- Keep phone calls, texting, emails, etc. to a minimum
- Set and keep a professional and positive tone
- All questions are welcomed, and all perspectives are valued

- Don't dominate the discussion; be mindful of others and try not to let your question (or answer) run on
- Maintain a level of involvement in AAAEM which allows for committee members to amplify topics and events to the broader membership

### **Relationship to Other Committees**

- Collaborate on quarterly newsletter by contacting each AAAEM committee Chair/Vice Chair to request updates
- Act as an avenue to publicize committee-specific events which are open to AAAEM members
- Members are encouraged to be active members of other committees to maintain a pulse of the organization

### **Subcommittees**

The Communications Committee does not contain any subcommittees.

### **Meeting Schedule**

The Communications Committee meets on a monthly basis throughout the year. Meetings may be added or removed as needed.