

## Communications Committee Charter

### *1.0 Committee Objectives and Products*

The Communications Committee provides support and oversight for some of the Academy's communications. WSAS communications further the Academy's state-focused missions of providing independent assessments that inform public policy, and of highlighting the value of scientific research. The main WSAS communications channels overseen by the Committee are the Academy's quarterly newsletter and its website.

Jointly with staff, the Communications Committee drafts the WSAS Communications Policy, the [current version](#) of which received Board approval by e-mail in June 2021. The Communications Policy assigns lead responsibility for WSAS external communications to the Executive Director, while WSAS staff and the Communications Committee play supporting roles. A separate, internal document sets out guidelines and procedures for each communications channel.

The Communications Committee assists staff in preparing the WSAS quarterly newsletter. Committee members review a draft or drafts of each newsletter, both in writing and during a quarterly meeting that precedes newsletter publication. The Committee also reviews the WSAS website at intervals averaging one year. Also reviewed by the Committee is a draft of the Academy's annual report to the Governor. The Committee is available to provide additional Academy service, such as serving, upon request from WSAS Executive Director, as a sounding board on a public summary of an Academy study, workshop, or symposium.

### *2.0 Committee Structure and Procedures*

The Communications Committee has a minimum of four (4) and a maximum of eight (8) members, including its Chair. Under WSAS Bylaws, all standing committees have no fewer than two (2) members of the Board of Directors.

The Chair is appointed by the Board to serve one three-year term, with the possibility of serving a second subsequent three-year term, contingent upon the endorsement of the Committee and the Board. Each Committee member is appointed by a consensus vote of the current Committee members and is selected to serve one three-year term, also with the possibility of serving a subsequent three-year term if endorsed by the Committee.

### *3.0 Committee Guidelines*

All members of WSAS standing committees are required to adhere to the WSAS [Code of Conduct](#) at all times. External communications approved by the Communications Committee are to be free of bias and political opinion.

### *4.0 Committee Meeting Schedule*

The Communications Committee meets quarterly, in Winter, Spring, Summer, and Fall, prior to the publication of each newsletter. These meetings are usually convened by the WSAS Staff Member who drafts the newsletter. Additional meetings can be called by the Communications Committee Chair at any time.