



## **ASSOCIATION OF MODIFIED ASPHALT PRODUCERS COMMUNICATIONS COMMITTEE CHARTER**

The Communications Committee Charter (this “**Charter**”) sets forth the purpose and membership requirements of the Communications Committee (the “**Committee**”) of the Association of Modified Asphalt Producers (the “**Association**”) and establishes the authority and responsibilities delegated to it by the Association and its Governing Body.

### **Authority and Statement of Purpose**

The role of the Committee is to manage and assist the AMAP staff with the marketing and communications efforts for AMAP. These roles include but are not limited to crafting the overall marketing strategy for AMAP, overseeing, and assisting with AMAP’s social media presence, website content, and email marketing. The Committee will collaborate with the Technical, Education, Membership, and Planning Committees to promote and grow AMAP. The Committee may form subcommittees and/or task forces composed of one (1) or more of its members for any purpose that the Board deems appropriate and in the best interests of the Association.

### **Committee Type and Area of the Program**

This is a standing committee of the Association and under the guidance of the Association’s Executive Committee and Board of Directors. The Association’s Board of Directors and Executive Committee oversees and provides direction regarding the actions and priorities of this Committee. The Committee is established by the Board of Directors and operates at the direction of the Association’s Governing Body. The Committee shall conduct meetings in accordance with the established meetings and anti-trust policy statements.

### **Membership**

The members of the Committee shall be volunteer members of the Association. A staff liaison shall be assigned from the Board to assist in the administrative duties. The Committee Chair shall be a volunteer member of the Association and approved by the Executive Committee based on ability to coordinate across organizations and communication of technical needs and understanding of the Association’s position on different topics.

The Committee Chair may request to remove any member from the Committee at any time. The removal will be approved or disapproved by the Association’s Executive Committee and Board of Directors.

### **Meetings**

The Committee shall meet four (4) times a year at a minimum. All Committee members will be notified no less than 14 days prior to the meeting date. Minutes of all Committee meetings shall be taken and shall be approved at subsequent meetings. A quorum (50% attendance) will be required for all voting matters and may be done electronically (i.e. email, poll, etc.) if the attendance at the meeting does not allow it.

### **Performance Evaluation**

The Committee Chair, in conjunction with the Executive Committee Liaison, shall conduct an annual evaluation of the Committee’s performance. The Committee shall review and reassess

this Charter periodically and recommend to the Association's Governing Body any improvements to this Charter that it considers necessary or appropriate. The Association's Governing Body will approve the Council Charter and any subsequent changes.

Approved by (Executive Director):

Approved by (Committee Chair)

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Rick Church

Name: Michael Matheny

Title: AMAP Executive Director

Title: Committee Chair

Date: 5/15/2024

Date: 5/15/2024