

The RSM Boston FOUNDATION, Inc.

Communications Committee Charter

Introduction:

The RSM Boston Foundation, Inc. (the Foundation) is made up of Officers and Directors forming a Governance Board (the Board) whom have overall responsibility for oversight of the Foundation's long term success. The Communications Committee consists of two or more members from the Board and between six and ten members who are employees at RSM. The Communications Committee is guided by a philosophy of ensuring all Foundation activity is openly communicated to all Board members, committee members, RSM employees, and Foundation contributors.

Role:

The Communications Committee is established by the Board and its responsibilities are outlined in this Charter.

Scope:

The scope of Communications Committee encompasses communication of all fundraising and volunteering events and summaries of grant making activity of the Foundation. The responsibilities of the Communications Committee include:

- Ongoing communication and promotion of the Foundation and all Foundation activities to employees and Foundation contributors.
- Maintaining open lines of communication between Foundation committees and the Board.
- Working with the Fundraising Committee to advertise fundraising events.
- Working with the Volunteering Committee to communicate and promote Foundation sponsored volunteering opportunities in the community.
- Working with the Grantmaking Committee to publish quarterly summaries of grants made by the Foundation.
- Collaborating with Client Development and Marketing for enhancement of internal & external positioning of the Foundation.
- Maintaining all Foundation marketing materials (Website, Intranet, etc.).
- Providing a vehicle for employees to communicate ideas, issues and information upward to the Foundation Board of Directors.

Reporting:

On a quarterly basis, the Communications Committee will publish prior month grantmaking activity (summarized by the Grantmaking Committee) to share with all employees via the Foundation website.

The Communications Committee will publish the annual calendar of events provided by the Volunteering Committee to share with all employees via the Foundation website.

The Communications Committee will also update the Foundation website as needed to advertise future fundraising or volunteering activities, share results and photographs of events and otherwise promote the Foundation.

The Committee will meet on an “as needed” basis to address communication needs.

Meeting minutes will be documented for all Communication Committee meetings.

As needed, notification will be sent to all employees that there is an opportunity to become a member of the Committee. If more than ten employees are interested in participating as Committee members, the members will be randomly picked. The random selection process will give preference to maintaining a diverse Committee that include all levels of employees.

Committee members will be assigned random term limits of two to four years.

Annual Committee Assessment:

On an annual basis, the Communications Committee will meet to review the prior year’s activity and assess compliance with the Committee’s Charter, level of involvement of each member (including the Chairs), improvements in the Communications process and areas requiring improvement. The Committee Chairs will provide the Board with a summary of the assessment, including proposed changes to the Charter and Guidelines.