

# EXTERNAL AFFAIRS COMMITTEE

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## **Mission**

The External Affairs Committee provides a forum to review, assess and advance issues related to the University's external relations.

## **Authority and Responsibilities**

The External Affairs Committee is responsible for:

- reviewing practices with regard to marketing, public relations and communications.
- promoting engagement with external constituencies.
- promoting engagement with federal, state and local governments and policymakers.
- building partnerships with the community, industry and the public at large.
- Performing activities within the scope of its charter.

The External Affairs Committee will review and present to the full Board all recommendations. Final authority for decision and action on these recommendations rests with the full Board.

## **Organization**

### **Review of Charter**

This charter shall be reviewed by the *Chair Pro Tem* of the Board at least annually, and any proposed changes submitted to the full board for approval.

### **Membership/Structure/Quorum**

In accordance with the by-laws of Athens State University Board of Trustees, the *Chair Pro Tem* will appoint members of the committee and designate the chair.

The committee will consist of at least seven (7) members, including *ex-officio* members. The *Chair Pro Tem* and *Vice Chair Pro Tem* will be voting members of the committee. The President of the University will be a non-voting member of the committee.

Committee members will serve a minimum of one (1) year (October – September).

A majority of the members of the Committee will constitute a quorum for the transaction of business.

### **Meetings**

The External Affairs Committee will hold a minimum of four (4) meetings per calendar year (October - September) that are held within seven (7) days of the regularly scheduled meetings of the Board. Additional meetings may be held as the committee deems necessary.

### **Agenda, Minutes and Reports**

The committee will maintain written minutes of all committee meetings.

The Chair of the committee will provide a committee report at every meeting of the Board of Trustees.