



Advancement and Communications Committee Charter

1. **Purpose:** The Advancement and Communications Committee (“Committee”) is established by the Board (“Board”) of the Foundation for the National Institutes of Health (“FNIH”) to support the Board in its oversight responsibilities to provide strategic planning and advice on fundraising and development activities as well as the Foundation’s brand positioning and management, digital communications, media relations, and promotional activities and materials.
2. **Members:** The Committee shall consist of at least three voting, independent members of the Board of Directors. A majority of the Committee’s voting membership shall constitute a quorum to conduct business. The Committee may have co-Chairs from time to time.

The Chair of the Board and the President and Executive Director shall serve as *ex officio* members.

3. **Meetings:** The Committee shall meet at those times and places as determined by the (Co-)Chair of the Committee, and normally not less than twice per year. It shall meet with the President and Executive Director, and any other Officers or employees the Committee deems appropriate, to discuss and review matters contemplated by this Charter.

Reasonable notice of meetings shall be given to all Committee members or may be waived in the same manner as required for meetings of the Board. Meetings of the Committee may be held by means of conference telephone or other communications equipment that allow all persons participating in the meeting to hear and speak to each other.

In carrying out its role, the Committee may form subcommittees or retain outside consultants so long as it is within a budget approved by the Board for that purpose.

4. **Minutes:** The Committee shall maintain minutes of its meetings and regularly report to the Board on its findings, recommendations, actions, and any other matters the Committee deems appropriate or the Board requests.
5. **Responsibilities:** The Committee shall from time to time unless another interval is stated:
 - Provide advice on, and review the Foundation’s strategies for, individual, corporate, foundation, and other sources of funding
 - Provide guidance on policies concerning the acceptance and suitability of the FNIH’s sources of funding
 - Mobilize personal and professional networks to open new fundraising and “friend-raising” prospects and channels to the FNIH
 - Participate in FNIH public events
 - Provide advice on, and review, the FNIH’s strategies for branding, digital approaches, media and stakeholder relations, and audience development
 - Deliver crisis management guidance and support as specific cases warrant
 - Mobilize personal and professional networks to open new communications and publishing channels for the FNIH.