



## Communications Committee Charter

1. **Purpose:** The Communications Committee (“Committee”) is established by the Board (“Board”) of the Foundation for the National Institutes of Health (“FNIH”) to support the Board in fulfilling its oversight responsibilities relating to the Foundation’s brand positioning and management, digital communications, media relations, and promotional activities and materials.
2. **Members:** The Communications 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 Chair of the Board and the President and Executive Director shall serve as *ex officio* members.

3. **Meetings:** The Communications Committee shall meet at those times and places as determined by the 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 Communications 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 Communications Committee shall from time-to-time unless another interval is stated:
  - 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.

Approved by the Board of Directors on May 23, 2019.