

NAGDCA Committee Charter

Title: Publications Committee

Strategic Pillar: Growth in membership and Credibility

Purpose: To develop and oversee a NAGDCA professional communication and publication program that supports the NAGDCA mission, helps demonstrate its leadership in the public sector defined contribution profession and is responsive to professional needs of its members.

Composition:

Appointment of Chair/Vice-Chair: The Committee Chair and Vice-Chair will be appointed by the Vice President of the Board with confirmation by the Board. **Appointment of Members:** The Vice-President will recommend new committee members to the Executive Board at the August Board meeting to replace outgoing committee members. The committee will include at least two at-large government members and at least two industry members.

Total membership should be a minimum of five not to exceed seven voting Committee members. Member preference will be given for related professional and publication experience.

Terms: The Chair position is for a one year term and may serve up to two consecutive one year terms. Members will be appointed to two-year staggered terms.

Mid-Term Vacancies: The President, in consultation with the Chair/Vice-Chair, will appoint members to fill mid-term vacancies.

Roles and Responsibilities:

The Publications Committee will:

- Develop and recommend strategic direction of publications to support the professional guidance and reference needs of NAGDCA members
- Recommend to the NAGDCA Executive Board new publications/content to be funded, partnered, etc.
- Ensure the appropriate level of quality for NAGDCA's communications and publications
- Ensure financial budget expectations for the Publication Committee are met
- Support the objectives of the NAGDCA Executive Board and other Committees

Meetings: The committee shall hold its annual meeting the Sunday afternoon at the Annual Conference. Additional meetings will be scheduled as needed throughout the year, typically as conference calls. NAGDCA staff will assist the Chair in developing meeting agenda and coordinating committee meetings/calls. The Publications Committee will conduct committee business through at least four quarterly meetings

Minutes: NAGDCA staff will prepare and distribute meeting minutes to the committee and upon committee approval, to the Executive Board.