EDS COMMUNICATIONS COMMITTEE CHARTER
Version 1

A. GENERAL
The Communications Committee is a Standing Committee of the IEEE Electron Devices Society (EDS).

B. SCOPE
Following EDS’s formal strategic plan, the Communications Committee oversees conveying important messages to our members and external audiences via the society’s traditional and digital channels.

C. FUNCTIONS
The Communications Committee:

- Manage the development of content for digital and traditional communication channels
  - Digital channels: social media, websites, and electronic newsletters
  - Traditional channels: print, broadcast, and media
- Manage synergy between traditional and digital communication channels
- Determine target market demographics and key message(s), and review annually
- Oversee social media advertising and related budget(s) across all online channels
- Review contracts related to traditional and digital channels
- Knowledge of and adherence to official IEEE and society branding
  - IEEE Brand Experience: https://brand-experience.ieee.org/
- Oversee marketing of society products and services, branding and public relations
- Reporting on committee initiatives and marketing statistics

D. COMPOSITION
The Communications Committee shall consist of the following members.

- Chair

- Members: Between 5 and 15. Committee members must be members in good standing with EDS. Representatives from other committees are recommended to help promote the initiatives and programs of the society.

E. SUBCOMMITTEES
None

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F. APPOINTMENTS AND TERMS OF OFFICE
The members of this Committee are nominated by the EDS President, in conjunction with the Society Secretary, who shall select a new Chair to be approved by the Forum. The members of this Committee are approved by the EDS Forum and shall serve a two-year term. A member shall not serve a total of more than two-terms.

G. VACANCIES
- In the event of the incapacity or absence of the Chair, the EDS President shall select a new Chair to be approved by the Forum.
- If other vacancies occur, they are filled using the methodology originally used to fill that position.

H. MEETINGS
- The Committee shall meet a minimum of two times per year, either in person or by any means of electronic communication, such as teleconference.
- Electronic mail, teleconference and other non-face-to-face means of communication may be utilized for the transaction of business (and for the conduct of meetings) as called by the Committee Chair.
- A majority of the members of the Committee shall constitute a quorum.
- To approve an action, a majority of the members of the committee must affirm the action, with quorum present.
- Voting shall be conducted in accordance with Robert’s Rules of Order, unless otherwise specified in the EDS or IEEE governing documents.

I. REPORTS
The Committee Chair shall provide a verbal report (and formal slide presentation when required) to EDS during each board series of meetings, outlining the committee activities transacted and outlining future challenges and strategies.

J. CHANGES TO CHARTER
Changes to this Charter must conform to EDS governing documents and shall be approved by the EDS Forum.