



Carolina Alpaca Breeders and Owners **Communications Committee Charter**

The CABO Communications Committee, a standing committee empowered by and reporting to the Board of Directors (BOD), is established pursuant to Article VII of the Bylaws, consisting of members appointed by the President of CABO and approved by the Board. The purpose of the Committee is to provide consistent and cohesive communication to and within the organization.

The Committee shall meet as necessary and appropriate at the call of the Chairman of the Committee and/or the BOD, and shall maintain minutes of all meetings in accordance with CABO's Procedure and Policy for Minutes. The minutes will be distributed to the Board no later than 1 week prior to the regularly scheduled monthly BOD meeting. The BOD will review the minutes and provide approval to move forward with requests submitted by the committee. The Chairman may be asked to present directly to the Board during monthly BOD meetings.

The Committee shall be led by a Chairperson, approved by the board and appointed by the President, and shall consist of at least two other members. The Committee will seek approval from the President of CABO on proposed outgoing correspondence. This request for approval can be done asynchronously with the monthly BOD meeting by communicating directly with the President of CABO. The President will coordinate communication with the rest of the BOD, as necessary, prior to approval of the proposed correspondence.

Committee Responsibilities:

The CABO Communication Committee is charged to:

- Develop correspondence for dissemination to the membership on items of importance
- Seek BOD approval for proposed correspondence to membership and the alpaca community at large
- Manage dissemination of information through published newsletters, email blasts, and web site content
- Work with other CABO committees and BOD on information content to be distributed within and outside the organization
- Notification to CABO members of committee meetings, CABO events, educational events and other CABO information via Facebook posts, email blasts, website updates and/or snail mail
- Manage content and posts to CABO and CAC websites and the CABO Facebook page

Approved by the Board of Directors – Oct. 17, 2016