



## **Concrete Sustainability Council (CSC)**

### **Communications Committee Terms of Reference**

#### **1 PURPOSE**

The official name of the Committee is “CSC Communications Committee” (Communications Committee).

The Communications Committee develops, maintains and updates the communication and marketing plan of the CSC.

The Communications Committee develops, maintains key content, tools and information for use across the whole CSC community.

The Communication Committee proposes the launch of communication and marketing activities and coordinates their execution.

#### **2 RESPONSIBILITIES AND POWERS**

The Communications Committee assumes the responsibility for the ongoing supervision, management, and execution of the CSC communication and marketing plan in line with its ExCo mandate.

The Communications Committee proposes new developments, changes or updates of the CSC communication and marketing plan to the CSC Executive Committee.

The communication and marketing plan including changes and updates must be approved by the CSC Executive Committee.

#### **3 CHAIR**

The CSC ExCo appoints the Chair of the Communications Committee (Chair).

The Chair must be the representative of a CSC Full Member.

#### **4 MEMBERSHIP**

CSC Affiliate and Full Members can apply for one seat in the Communications Committee. The maximum size of the Communications Committee is 21 members.

The Communications Committee can assign non-CSC Members a temporary membership (without voting rights) in the Communications Committee to provide advice on specific subject matters.

The list of the Communications Committee members is published on the CSC Website (<https://www.concretesustainabilitycouncil.com/csc-Communications-committee-5>).

## **5 MEETINGS AND PROCEDURES**

The Communications Committee shall meet at least every two months, either in person or virtually.

The Chair shall invite to the Communications Committee meetings at least two weeks in advance.

Additional meetings can be held at the call of the Chair or any other Communications Committee member.

The Communications Committee shall write minutes of its meetings and provide them to all Communications Committee members and the CSC Management Team.

## **6 DECISIONS**

Each Communications Committee member has one equal voting right.

Temporary Communications Committee members do not have voting rights.

The Communications Committee shall seek to make decisions by consensus (absence of sustained opposition). If the Communications Committee is unable to reach consensus, a simple majority of all the Members present (including represented members) or voting electronically is required for the Communications Committee to make a decision.

In the case where one or more members of the Communications Committee have a potential or actual conflict of interest in a topic discussed, the member shall not take part in the discussion and decision-making related to that matter.

The internal discussions of the Communications Committee are not made public.

Approved by the CSC Executive Committee on 23 June 2021.