

## **POLICY & COMMUNICATIONS COMMITTEE CHARTER**

### **General Statement of Purpose**

The purpose of the Policy & Communications Committee is to provide guidance on key public policy issues impacting the Pennsylvania out of school time field, including funding, licensing, governmental relations, etc. The Policy & Communications Committee helps to design the legislative agenda and works with PSAYDN Staff to plan advocacy events, including webinars, advocacy training, and hill events at the Capitol.

### **Authority**

The Policy & Communications Committee shall serve at the request of the PSAYDN Steering Committee.

### **Composition**

The Policy & Communications Committee's membership shall consist of at least 8-10 members of the Network, as determined by the Steering Committee.

### **Meetings**

The Policy & Communications Committee shall meet as many times as they (or the Steering Committee) deem necessary, but in no event, less than quarterly, and Policy & Communications Committee members shall strive to attend all meetings.

The Policy & Communications Committee may conduct any meeting by use of any electronic means of communication provided: (1) all participating members may simultaneously hear or read each other's communications during the meeting or (2) all communication during the meeting is immediately transmitted to each participating member and each participating member is able immediately to send messages to all other participating members.

Notice of all meetings shall be provided no less than 48 hours in advance of such meeting. A majority of the members of the Policy & Communications Committee shall constitute a quorum. The act of a majority of Policy & Communications Committee members present (either in person or electronically) at a meeting at which a quorum is present shall be the recommendation of the Policy & Communications Committee.

### **Function and Duties**

The functions of the Committee include the following:

1. Develop and pursue a shared agenda for policy reform at the state level to increase the quality and availability of afterschool programs.
2. Develops policy and funding initiatives in support of children, focused on afterschool and youth development activities, in partnership with the Network director and appropriate leaders at the federal, state and community level.
3. Supports the development and implementation of communications strategies designed to solicit broad-based support among Network constituents for afterschool and youth development programs and initiatives.

4. Articulates the return on investment to potential funders and gain the support of local stakeholders, as well as raise the awareness of the general public.

The duties of individual members include, but are not limited to:

1. Attend a minimum of 75% of meetings annually
2. Be prepared by reviewing agendas and supporting documentation
3. Serve as a resource and champion for strengthening and/or sourcing new policy opportunities to ensure the sustainability of the Network.