

NOACA EXTERNAL AFFAIRS COMMITTEE CHARTER

- PURPOSE:** The Committee assists the Agency with its relationships with various government agencies and subdivisions, the media and general public.
- GOALS:** The goals of the External Affairs Committee are to:
- Ensure the efficient and effective development and implementation of the agency's outreach efforts to local elected officials, the legislature, other public agencies, business interests and the general public
 - Advance the agency's outreach efforts through a focus on current state of the art methods for production and delivery
 - Ensure that the agency's outreach addresses its core mission areas of transportation, air quality and water quality
- ACTIVITIES:** The External Affairs Committee will:
- Guide the development of local, state and federal legislative agendas for consideration by the Board of Directors.
 - Develop an up to date, state of the art Public Interaction Policy (PIP) that includes effective approaches to engage and inform locally elected officials, local, state and federal legislatures, the business community and the general public in the NOACA region.
 - Develop communications that position NOACA as an influential and reliable source of information to elected officials, the media and the public; as well as a stakeholder and advocate in local, statewide and national policy-making and funding decisions.
 - Establish the Business Advisory Council and Community Advisory Council.
 - Participate in the development of the NOACA Annual Meeting
- MEMBERSHIP:** Membership of the Committee consists of at least three members of the Board of Directors or their alternates with additional members appointed based on the expertise necessary to accomplish the committee's purpose.
- REPORTING RELATIONSHIP:** The External Affairs Committee reports to the Executive Committee. The following advisory councils, to be established by the Board of Directors, report to the External Affairs Committee:
- Business Advisory Council
 - Community Advisory Council
- MEETINGS:** The Committee shall hold regular meetings on a quarterly basis. Special meetings may be called as needed. A majority of Committee members (4) shall constitute a quorum to transact business. The 2014 schedule is attached.
- AGENDA AND MINUTES:** The chair will be responsible for establishing the agendas for meetings, which will be sent to committee members at least seven (7) days in advance of the meeting. Minutes will be approved by committee members at the following meeting.
- COUNCIL REPORTS:** The Committee shall receive reports from each of its advisory councils at each meeting. Those reports shall consist of such recommendations and updates as appropriate and necessary.
- STAFFING:** Agency staff shall provide the Committee with any technical assistance and reports required to organize meetings and aid in the conduction of business of the Committee. Such assistance will be provided at request of the chair of the Committee.