

# Content Committee Charter

## Role of the Committee

The Content Committee (“Committee”) identifies relevant and meaningful industry related topics, manages the planning, accuracy, presenter selection, and delivery method of content provided to CLFPs in good standing, and evaluates attendee participation and feedback.

## Membership

The Committee will include at least one CLFP Foundation Board member, who may or may not serve as the Chairperson. Other CLFP Foundation Board members are encouraged to participate in the Committee. The size and composition of the Committee may vary, but it should consist of at least three members.

## Chairperson

The Chairperson will be appointed by the Board of Directors for a one-year term, with the possibility of renewal. A Co-Chair or Vice Chair may be designated to step in if the Chairperson is unavailable.

## Activities, Duties, and Responsibilities

Highlights of the Committee include:

- Identify industry related topics, and the communication method for each topic (email, webinar, pre-recorded video, social media, and/or via the CLFP web page)
- Determine the frequency of content release
- Identify potential presenters, who will research and prepare the message to align with the topic’s desired communication method
- Review presenter content for relevancy, accuracy, and grammar
- Manage content delivery (sending content via email, sending webinar invite, posting to CLFP web page, etc.)
- Review feedback received from message recipients / webinar attendees
- Provide regular updates to CLFP Board of Directors

## Delegation of Authority

None at this time.

## Standard Committee Procedures/Schedule

The Committee will meet monthly, with ad hoc meetings as needed. Meeting minutes will be taken during any meeting. All content must be reviewed by and approved by at least one member of the CLFP Foundation prior to its release. Approval must be documented in written format and stored with other Board materials.

## Formalities

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