

Minnesota Organization for Habilitation & Rehabilitation
Public Relations Committee Charter

As approved on October 16, 2019

Revised 10/11/2019

1.0 Purpose

The purpose of the Public Relations Committee (“Committee”) as established under Section 7.9 of the Bylaws is to promote day services, the work of direct support professionals, acknowledge business partnerships that benefit those served by MOHR members, and promote the Minnesota Organization of Habilitation & Rehabilitation (“MOHR”).

2.00 Authority

The Committee shall have the authority to fulfill its purpose as defined in this Charter, subject to the direction and control of the MOHR Board of Directors (“Board”).

3.00 Charter Statement

The Committee shall act consistent with MOHR principles in fulfilling its purpose. The Committee shall:

3.10 Annually define the strategic public relations campaign to promote the positive impact for people with disabilities through accessing quality services and supports provided by MOHR membership.

3.20 Manage the public relations budget approved by the Board and comply with internal financial documentation and reporting requirements.

3.30 Serve as the primary contact with the MOHR public relations consultant and coordinate Committee actions with the MOHR President, Government Affairs Committee Chair(s), and the contracted lobbyist as needed.

3.40 Ensure MOHR’s website content is correct, current, and vibrant; and coordinate postings and website maintenance with website consultant.

3.50 Develop and distribute all marketing, social and media releases, website content, and any other materials or messaging that promotes the accomplishments and challenges of MOHR members.

3.60 Develop in cooperation with the Government Affairs Committee key messages on the Board approved Legislative Plan for distribution.

3.70 Conduct such other activities as directed by the Board.

4.00 Membership

The composition of the Committee shall be as follows:

4.10 A Chair designated from the Board by the President of MOHR, who shall also serve on the Executive Committee that shall facilitate committee activities.

4.20 A Co-Chair designated by the MOHR President from the elected members of the Committee, if deemed necessary by the MOHR President.

4.30 Not less than four (4) members, not including the Chair, elected annually by resolution of the Board of Directors upon nomination by the Governance Committee at the first Board meeting following the annual meeting.

4.40 Committee members should represent a variety of provider types from regions across the state.

5.00 Procedures

The Committee will follow the following procedures to transact its business:

5.10 The Committee will hold regularly scheduled meetings at a date, time, and location to be determined by the Chair. Regular meetings must be called with a least three working days notice. Special meetings may be called as needed by the Chair.

5.20 The presence, either in person or by means of remote communication, of a majority of the members of the Committee shall constitute a quorum for the transaction of business at any meeting of the Committee.

5.30 Each Committee member shall have one vote in any action of the Committee.

5.40 The affirmative vote of the majority of the Committee members present at a duly held meeting shall be sufficient for any action, except a written action without a meeting must be signed by the number of Committee members that would be required to take action at a Committee meeting at which all Committee members are present.

5.50 Minutes of each Committee meeting shall be prepared for review and approval by the Committee.

5.60 Robert's Rules of Order shall govern parliamentary procedure in any meeting of the Committee insofar as they are consistent with the laws, the MOHR Articles of Incorporation, the MOHR Bylaws, and this Charter.