

## **NRC Communications Council Guidelines for Office/Region Representatives**

The purpose of the Communication Council is to plan, coordinate, implement and improve NRC internal and external communications strategies, share best practices and lessons learned that add value across the agency, and provide assistance to staff and management on communication-related tasks. The success of the Council is highly dependent upon the right membership and their participation.

Representation on the Communications Council is a collateral duty. Members are expected to devote a small percentage (.1%) FTE fulfilling their responsibilities.

### **General Qualifications**

Council members should possess the following qualities:

- Understanding of NRC and Office/Region communication tools and policies
- Strong oral and written communication skills
- Ability to interact with staff and management across levels of the agency including diverse disciplines, viewpoints, etc.

### **Roles and Responsibilities**

Council members are expected to:

- Participate in periodic Communications Council meetings
- Assist in the development and implementation of agency communication initiatives. Promote initiatives within Office/Region
- Work toward improving infrastructure processes and methods for communicating.
- Provide feedback to Office/Region management and staff on Communications Council activities, meeting discussion topics and action items
- Participate in agency communication working groups and/or special projects
- Assist in the facilitation of projects that need multiple office input, coordination, and agreement
- Actively participate in the Communications Council activities
  - Share best practices, lessons learned, and resources on various internal/external communication activities
- Chair a Communications Council meeting (in rotation with other Council members)
  - Responsible for coordinating agenda topics and speakers; distributing speaker presentations and meeting agenda; and drafting and distributing summary notes to council members
- In the event a Council representative is unable to attend a meeting, he/she should arrange for a back-up to participate and attend in their absence