

Public Affairs Advisory Committee

Terms of Reference

PURPOSE

The Public Affairs Advisory Committee (the “committee”) is a standing advisory committee of the CNA Board of Directors (the “board”) that is responsible for advising the board and CNA management on policy, government relations, communications and related strategies to be pursued by the Association.

OBJECTIVES

In carrying out its purpose, the committee will achieve the following objectives:

- Monitor and identify emerging issues of importance to the industry and advise on the effectiveness of strategies developed to address those issues.
- Provide advice and guidance on CNA efforts to assure a systematic and coordinated flow of information, and exchange of effective policy, government relations and communications strategies and techniques, within the nuclear industry.
- Provide advice on projects being implemented by working groups and related task forces which are comprised of member organizations of the Association.
- Provide feedback and advice on the CNA’s government relations and communications plans and coalesce as required to address crisis communications matters or other extraordinary issues that could significantly impact industry reputation.

MEMBERSHIP AND VOTING

The board will appoint the chair of the committee. The chair of the committee is an officer of the organization who serves on the executive committee of the board. Appointment of the chair of the committee is for a three-year term. Appointment takes place at the first meeting of the board following the annual meeting of members, or upon the occurrence of any vacancy in the position.

The committee will consist of ten or more members, including the chair of the committee and designates of the CNA President and CEO. Members should reflect the diversity of the organization’s membership and should include representatives of companies in the forefront of major communication issues. Decisions as to the size and composition of committee membership rest with the chair of the committee and designate of the CEO.

NON-MEMBER ATTENDANCE

The committee may, at its discretion, invite members of management and/or other guests to attend all or part of any meeting.

DECISION-MAKING

The committee will reach decisions where possible by consensus developed by the chair of the committee. Where consensus is not possible, the committee will refer the matter to the board for resolution.

COMMITTEE AUTHORITY

The committee's work is advisory only. It provides a forum for dialog among CNA member representatives and staff, guidance to CNA staff, and advice to the board. The committee's work by itself does not have material resource implications for CNA.

ACCESS TO EXTERNAL ADVISORS

With the consent of the chair of the board, the committee may retain such advisors, counsel, or other consultants as are reasonably required to assist the committee in fulfilling its duties and may determine the fees of any applicable engagements.

MEETINGS AND RECORDS

The committee will meet at least four times a year and minutes of their meetings must be kept and approved at the next meeting. To the extent possible, the agenda and meeting materials will be circulated to committee members at least five days in advance of regular meeting dates.

REPORTING

The chair of the committee or their designate will report to the board at least twice a year.

ASSESSMENT

At least annually, the committee will assess its effectiveness in fulfilling its responsibilities and duties set out in these terms of reference.

REVIEW

Annually the committee will review these terms of reference to assess whether they accurately describe the duties and responsibilities of the committee and will either confirm or recommend changes to the terms of reference to the CNA's Governance, Human Resources and Compensation Committee.

REVISION HISTORY:

Approved: Dec. 8, 2014
Revised: June 8, 2021