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Terms of Reference for
VIPA International Communications & Public Relations Working Group

This document establishes procedures related to the governance, management and operation of the Communications & Public Relations Working Group of VIPA International. It follows the general rules governing VIPA International Working Groups included in VIPA International Bylaws (Art. 12 – Working Groups & Task Forces of Special Interest).

1. Mission
The name of the Working group is "Communications & Public Relations Working Group". This Working Group oversees all the association's communications outputs and prepares recommendations to the Board of Directors on any communications-related activity to promote VIP and VIPA.

2. Tasks
The non-exhaustive list of tasks of the Communications & Public Relations Working Group includes:

- Discuss and propose activities to promote VIPs and VIPA, in line with the mission statement of the association
- Manage the website of the association and ensure it is kept updated with new and accurate content
- Oversee all items that are released: press releases, quarterly Newsletters, position statements, etc
- Ensure case studies are published quarterly
- Ensure all VIPA International publications like case studies are properly disseminated and reach the association's main stakeholders
- Contribute to Buildup and to any other online free platforms that promotes insulation products
- Make sure that the VIPA International global database of contacts is kept updated with relevant contacts
- Prepare collateral material as and when needed (e.g. flyers, roll-up banners, etc.).

3. Participation
All regular and associate members of VIPA International may participate or be represented in the Communications & Public Relations Working Group. Participation will be on a voluntary basis. Participants shall be knowledgeable in the subject area and be encouraged to contribute and actively debate issues that arise.

4. Chairmanship
The Working Group may choose its Chairman from among its own members, or from other staff selected or approved by the Board of Directors. The nomination of the Chairman shall be confirmed by the Board of Directors. The period of tenure will be 1 years unless agreed otherwise. Unless the Working Group is supported by the Secretariat, the Chairman will be responsible for the taking of minutes; regular reporting to the Board; and communications to the wider stakeholder community when necessary.

5. Governance and working methods
As far as possible, the Group will work on specific topics electronically, through e-mail, telephone conferences and web conferences. However, some physical meetings may be required. There shall be no fixed number of annual meetings or conference calls. The meetings or conference calls shall be convened when needed at least one week before the date of the meeting or conference call. The Group will work by consensus of the participants. Its Recommendations will be non-binding on participants' organisations.

Working Group members shall abide by the rule that all activities discussed or information gathered through their participation on the Working Group is in confidence and shall not be communicated outside of the Working Group unless authorised by the Board or where such information is already in the public domain.

6. Relations with the Board of Directors
The secretariat and the Chairman will transmit the Working Groups' requests and propositions to the Board of Directors, which will decide in what manner the work of the Working Groups shall, from time to time, be brought to the notice of all the members of the Association.

VIPA International - Vacuum Insulation Panel Association
VIPA International is a 501 (c) (6) not-for-profit association incorporated under the law of the State of Delaware in the United States of America. The association's registered office is 750 National Press Building, 529 14th Street, NW, Washington, DC 20045 U.S.A.