

Public Dissemination Committee (PDC) Charter

Purpose

The Public Dissemination Committee (PDC) is a standing committee of the Texas Association for Behavior Analysis (TxABA). Designed and intended for the public, this committee will disseminate information that promotes an accurate representation of the science and application of behavior analysis to the communities within Texas.

PDC Membership

The PDC Committee shall have a minimum of three (3), and no more than nine (9), committee members. Unless otherwise stated, committee members shall serve 3-year terms starting **August 1** and ending **July 31**. Committee members are comprised of the following combination:

- **Chair:** The chair must have served on the Public Dissemination Committee for at least 1 full term (3 years), in order to be appointed to this position. The chair is appointed by the Executive Council by majority vote. The chair schedules monthly meetings, sets agenda to reflect actions items that support assigned strategic plan goal/s, ensures meeting minutes are stored in committee google drive and report member participation.
- **Executive Council Liaison:** The TxABA Executive Council shall appoint one person from among the current council members to serve on the committee IF the chair or other committee members are not on the executive council.
- **At-Large Representative (PhD):** Selected from the general membership of the organization. Must have a PhD or equivalent degree.
- **At-Large Representative (Masters):** Selected from the general membership of the organization. Must have a masters or equivalent degree.
- **At-Large Representative (RBT or BCaBA):** Selected from the general membership of the organization. Must have certification as an RBT at the time of appointment or must have certification as a BCaBA at the time of appointment.
- **At-Large Representative (Student):** Selected from the general membership of the organization. Must be enrolled in a BACB approved master's program to become board certified.
- **Rural Representative (Masters or PhD):** This individual must live and work in more rural areas of the state of Texas. What constitutes "rural" may be determined by the Executive Council at the time of appointment.

Note: Any committee member, except Executive Director, can fulfill multiple committee member roles. However, the goal is for all roles to be represented.

PDC Activities, Duties, and Responsibilities

Acting with the Executive Director, the PDC has the **authority** to:

- Collaboration with EC to identify & implement at least one goal on TxABA's strategic plan.
- Provide strategic goal progress as requested by the ED or EC.
- Inform TxABA of predominant issues facing TxABA's membership.
- Disseminate public information based on current needs.
- Maintain email correspondence with TxABA members as appropriate.
- Refer issues to appropriate committee if the PDC is not able to address said issues.

Committee Standards

Activities

Committees shall have other responsibilities as deemed necessary by the TxABA Executive Council.

Executive Director and Secretary-Treasurer Role

The TxABA Executive Director and the Secretary-Treasurer shall serve as advisors (non-voting) and will provide administrative support and recommendations based on their knowledge of the organization's operations.

Recruitment

All committee members will be selected from among individuals with an active TxABA membership. Recruitment for open committee member seats will occur yearly. Applications will be accepted from April 1st through May 15th. Committees will submit their new member recommendation/s to the Executive Council (EC) by July 1st. Approved new members will start their term on August 1st unless otherwise deemed by the executive council. At completion of the first term, any committee member may be nominated and upon receiving a majority vote, the elected individual(s) may serve an additional term - up to two, consecutive 3-year terms (except for the awards and student committee members, see their charters for specifics).

Meetings

Committees will hold meetings monthly and members will demonstrate active participation by attending at least 70% of the meetings. Meeting minutes will be taken (for each meeting) and stored in the committee's Google Drive.



Sub-Committees

Committees may establish sub-committees as necessary for specific programs and services approved by the Executive Council.

Annual Reporting of Activities

Committees will submit an annual report of their activities to be presented at the annual business held during the TxABA conference.