

PUBLICATIONS COMMITTEE CHARTER

INVESTMENT CASTING INSTITUTE

1. Committee Membership

(a) Composition. The Publications Committee (Committee) shall consist of Chair, a Staff member and additional members as deemed appropriate by the Committee Chair. The Committee may form sub-committees as necessary to work on projects approved by the committee members.

(b) Chair. Julie Markee shall serve as the Chair of the Committee.

2. Authority

The Committee is delegated the authority to:

- a. Call meetings of the Sub-Committees when required;
- b. Report regularly to the Board on Committee findings, recommendations and any other matters the Committee deems appropriate or the Board requests, and maintain minutes or other records of Committee meetings and activities; and
- c. Undertake such other responsibilities as the Board may delegate or assign to the Committee from time to time.

3. Committee Meetings

The Committee and active sub-committees shall establish its own schedule of meetings. The Committee may also act by unanimous written consent of its members.

Notice of meetings shall be given to all Committee members. Any one or more members of the Committee may participate in a meeting of the Committee by means of a conference telephone or similar communications equipment or by electronic video screen communication as long as all persons participating in the meeting can speak to and hear each other at the same time and each member can participate in all matters before the Committee, including, without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the Committee. Participation by such means shall constitute presence in person at a meeting. A majority of the members of the Committee shall constitute a quorum for a meeting and the affirmative vote of a majority of members present at a meeting at which a quorum is present shall constitute the action of the Sub-Committee. The Committee shall otherwise establish its own rules of procedure.

4. Key Responsibilities

The following responsibilities are set forth as a guide for fulfilling the Committee's purposes in such manner as the Committee determines is appropriate:

- (1) Perform periodic review of publication materials
- (2) Establish subcommittees on an as needed basis

- (3) Identify unaddressed topics suited to publication and developing a plan for development of those publications with the Education or Technical Committee as required
- (4) Identify materials suited for the ICI Interactive Learning Portal