

REPORT OF THE COMMUNICATIONS COMMITTEE

I. Role

- A. The role of the Communications Committee is to facilitate communication between members and chapters on a state and local level.
- B. The Communications Committee keeps a file of International, State, and Chapter publications.
- C. The Communications Committee provides information to chapters through its quarterly newsletter.
- D. The Communications Committee takes on projects at the request of the President.

II. Biennial Goals

- A. To proofread *The Keystonian*.
- B. To keep information up-to-date on the State website.
- C. To strengthen the communication among members of state committees, chapters, states, and International.
- D. To provide support to chapters in creating newsletters and/or websites for promoting the Society.
- E. To provide newsletter and website guidelines for chapters.
- F. To reach out to chapters looking for a start in developing or enhancing their communication.
- G. To acknowledge chapters who provide a means of communication to their members.
- H. To print copies of the State Brochure, when needed.
- I. To continue to keep accurate records of chapter newsletters, annual reports, and additional communication documents.

III. Accomplishments Related to Goals

- A. The committee proofread *The Keystonian*.
- B. The website continues to be updated with chapter newsletters, state happenings, upcoming events, and other relevant Society information.
- C. The committee published a quarterly newsletter, *The Spark*, for providing chapters with relevant communications information to both promote the Society and enhance communication between and among members and chapters.
- D. The website continues to provide support to chapters in creating newsletters and/or websites for promoting the Society and enhancing communication.
- E. The committee recognized at State Convention the chapters that published at least 3 newsletters during the year and/or had a chapter website.
- F. The committee has collected and files State and Chapter newsletters.

IV. Recommendations for 2017-2018

- A. The committee will continue to work with chapters in creating newsletters and/or websites.
- B. The committee will continue to use a newsletter or similar media source to provide chapters with relevant communication information to both promote the Society and enhance communication between and among members and chapters.
- C. The committee will make all chapters aware of the importance of providing the President, Communications Chair, and Webmaster with chapter publications in order for external communication to continue, chapters to be recognized, and publications to be accessed by all.
- D. The committee will continue to keep accurate records of chapter newsletters and inform chapter communication chairs and/or presidents of those received in the spring in order to begin determining which chapters will receive recognition at the convention.
- E. The committee will continue to encourage members to "Go Green" and receive *The Keystonian* via email rather than regular mail in hopes of cutting printing and mailing costs.

Committee Members:

Chair Kristine Reynolds, Beta Kappa

Loretta Baran, Alpha Iota (reader)

Stephanie Fulena, Alpha Sigma (reader)

Norma Mateer, Beta Theta (reader)

Shirley Allis, Alpha Zeta

Michelle Leddy, Beta Alpha

Ellen Strauskulage, Phi