

## **REPORT OF THE COMMUNICATION COMMITTEE**

### **I. Role:**

- a. To facilitate communication between members on a state and local level
- b. To keep a file of international and state publications
- c. To provide information to chapters
- d. To take on projects at the request of the president

### **II. Biennial Goals:**

- a. Continue to proofread The Keystonian
- b. Continue to keep information up to date on the State Website
- c. Create newsletter and website guidelines
- d. Continue to encourage other chapters to create a Chapter website
- e. Print copies of the state brochure
- f. Provide communication templates online for chapters to utilize
- g. Encourage continuing education pertaining to emerging technologies at the chapter and state levels

### **III. Accomplishments Related To Goals**

- a. Committee proofread The Keystonian
- b. Information has been updated, archived and expanded on the website
- c. The Alpha Alpha State Facebook page as of April 2014 has 122 members
- d. Recognition at state convention of newsletters and websites
- e. State and local newsletters have been collected and filed
- f. Shared communication/publicity guidelines at the Society Business workshop
- g. Created a Communication Corner Newsletter for Chapter Communication Chairs

### **IV. Focus For 2014-2015**

- a. Proofread The Keystonian
- b. Expand and archive information on the website
- c. Revise the Newsletter and Website Recognition Guidelines
- d. Continue to encourage chapter newsletter and website creation

### **V. Recommendations For Action**

- a. Continue archiving all materials stored by the Communications Committee onto an external hard drive instead of the current form of paper documents

### **Committee Members**

Linda Nickerson, Alpha Zeta, Chair ~

Kate Chronister, Omega Loretta Baran, Alpha Iota

Norma Mateer, Beta Theta Joan McGreevey, Alpha Beta Kristine Reynolds, Beta Kappa

Beth Becker, Omega

Bonnie Barnes, Alpha Sigma Keystonian Editor

Cynthia Devonshire, Alpha Zeta, State Webmaster