



Christian County Assembly

COMMUNICATIONS COMMITTEE

The Communications Committee was authorized by the approval of the CCMRA Bylaws on 08/08/2023. This committee is a standing committee. A standing committee performs a continuing function and operates on a year-to-year basis. This committee insures the visibility of the CCMRA to the public in multiple formats. This committee will as a minimum have four members. This committee being a standing committee will also have a Holdover Member to maintain continuity. Either the Chairman, or if he/she is unable to act, then some other active member of the Committee shall be appointed as a member in the succeeding year.

MISSION PURPOSE/OVERVIEW: The Communications Committee shall be responsible for press releases, social media presence, and website. The Communications Committee will provide written reports to the full Board of Directors of any actions taken, meetings held or discussions that have occurred. Maintain an active Facebook presence. Update the organization's website as needed with events, news, links, or other data. Develop handout material for events and community meetings. Issue press releases at the direction of the Board of Directors or releases relating to events or news presented from a committee chair or committee coordinator. Maintain an active presence on Twitter. Maintain an active presence on Instagram. Publish, at least quarterly, an electronic newsletter to all subscribers. Annually submit objectives and a work plan for the committee as part of the planning and budgeting process. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Directors. Annually, the Communications Committee will review the committee's purpose, committee work plan and committee membership. Any members who have not attended regular meetings or documented activities to promote the committee's objectives for a period of 6 consecutive months will be removed from the membership list. The committee will meet at least 6 times each year either in person or via conference call. The committee by majority agreement is authorized to spend up to \$100 for the benefit of the CCMRA. Expenditures exceeding this amount must be proposed to a quorum of the members at a regular meeting. The administrative procedures for operation shall be developed by the Communications Committee and published as a Standing Rule per Roberts Rules of Order.

MEETINGS. Will be conducted to determine goal progress, discuss problems, issues, and strategy. Date and time will be determined by majority vote during their first meeting. Minutes will be kept and provided along with a monthly report to the Board of Directors.

Committee Members

Committee Chairman?
Assistant Committee Chairman?
Committee Members:

Christian Tonsing (Social Media/Website)
Ron Sanders (Social Media/Website)
Ronnie White (Social Media/Website)
Margaret Hooper (Press Release)
Steve Swearingen (Press Release)
Thom Taylor (Photography)
Ken Spangler (Newsletter)
Jenn Rosebrock (Newsletter)

Duties and Responsibilities.

Chairman: Provide leadership for the committee.

- Facilitate communication and discussion during the meetings
- Serve as spokesperson within the organization for the committee
- Facilitate the meeting according to the agenda
- Create the agenda in partnership with committee members
- Provide research as needed for the committee
- Send out meeting reminders and agendas
- Take minutes during the meeting and create the monthly Board report
- Bring the viewpoint of the Board of Directors to the committee discussion
- Bring action items and recommendations from the Committee to the Board of Directors when necessary.
- Report Board decision back to the committee.

Committee Member Responsibilities:

- Serves in an advisory role to guide the committee
- Expresses ideas and provides input
- Actively participates in meetings, contributing to the discussion, brainstorming, and sharing innovative ideas
- Reviews material and provides input for improvement
- Serves as internal/external linkages for CCMRA to open doors to further the organization's mission and vision.
- Participate in the development and implementation of the committee work plan

Time Commitment For Committee Members - Committee members should anticipate being available an average of 3-4 hours per month.