**COMMUNICATIONS COMMITTEE MEETING AGENDA**



**Wed, June 12th – 1:00 PM**

**Plymouth Conference**

1. **Committee Roles & Responsibilities – FY20 listing**
	* E-Board Approval
	* FY20 Listings
	* Time sensitive reminders:
		+ Membership Benefits – FY flip – Nancy & Kelly
		+ Welcome Correspondence – email to new members / Lists to AP & OPCF - Lynn
		+ Online Welcome Packet Coordinator – annual updates to welcome packet - Andy
2. **Review of documents / approaches for communication committee responsibilities**
* Review of New Clerk / Welcome Email - Lynn
* Review of New Fiscal Year Association dues - Lynn
* Review of MTCA Email Group [Etiquette Document](https://www.masstownclerks.org/sites/matownclerks/files/uploads/mtca_email_etiquette.pdf) - Danielle
* [Membership Dues](https://www.masstownclerks.org/sites/matownclerks/files/uploads/fy19_mtca_dues_form.pdf) & [Benefits](https://www.masstownclerks.org/sites/matownclerks/files/uploads/mtca_membership_flyer_fy18.pdf) Communications - Danielle
1. **Website**
	* New Pages – Scholarships & Conferences
	* Website Content Coordinators – Training
	* Regional Association Webpages
2. **Communication with members**
	* + WEBSITE: User Names / Where to find: surveys / samples / mentoring documents
		+ EMAIL: Etiquette
		+ CONFERENCES: Add staff to Membership Dues Forms / credit for attendance
3. **Next Meeting**