

Guidelines Communication Chairperson

Communications is responsible for all aspects of the Hacienda South West Women's Club Web Page. She will be responsible for updating the Website on a regular basis.

1. The Membership Directory will be updated with new members and changes in current member's information.
2. Basic information regarding Board members, Committee Chairs, By Laws, and Committee Chair Guidelines will be updated as necessary.
3. Newsletters, Minutes, Events, Charity Information, Outings and corresponding Sign Up sheets will be updated monthly or as needed.
4. Neighborhood Events such as Flamingo Parties, AED Club, Golfing and Bowling will be kept separate from HSWWC information and updated as needed.
5. Pictures from Members covering Outings and Events will be posted as received. Club History pictures will be Maintained and stored on a Thumb Drive.
6. The Annual Calendar including events, meetings, and Neighborhood activities will be continually updated.
7. Mailchimp Directory will be maintained and updated to send emails and announcements as required.

Communications will be responsible to provide a monthly Newsletter to the membership one week prior to the meeting reminding them of the date, time and place of the meeting and any other important information. This information will be on the Web Site.

1. She will also include in the Newsletter a reminder to members regarding dues, events, birthdays and any additional information as requested by the President, Vice President and Event Chairpersons.
2. She will send reminders to the President, Vice President, Events Chairpersons and the Charity Chairperson. 10 days prior to the meeting to submit any information to be included in the Newsletter.
3. Only information pertinent to the Club is to be included in the Newsletter. If a member requests any other information be presented it must first be approved by the Board.