

Committee Charter

Welcome and Communications

Statement of Purpose

To assist Leisure Town staff and Board to provide accurate and timely information, in a variety of ways, for the purpose of keeping Leisure Town members and residents informed and engaged.

Scope of Committee

Committee scope will include contributing to content and format for the newsletter, newsletter delivery, new member welcome functions, website content and maintenance, resource lists and updates of social clubs and Leisure Town activities, and member directories.

Responsibilities

1. Provide guidance and ideas on newsletter format and content,
2. Provide material for inclusion in newsletter,
3. Organize volunteers to hand-deliver the newsletter to those without email,
4. Organize and deliver welcome material and orientation information to new residents,
5. Update and maintain the website with current and easy to access information,
6. Maintain up-to-date information on social clubs and activities for inclusion on the website, in welcome packets and for the newsletter.
7. Develop a member directory for access by Leisure Town members

Meetings

Meetings will occur monthly on the third Tuesday of the month at 2:00 p.m. Subject to change by consensus of members.

Voting and Decisions

Consensus decisions are preferred. In cases where voting may be required, a majority of those present at a meeting will be considered a quorum. The Board and Staff Liaisons will not be voting members.

Membership/Priority

Karen Stockton/Newsletter delivery
Kathy Amick/Newsletter delivery
Sue Smith/Newsletter delivery, Secretary
Gail Malianni/Welcome
Dawn Perez/Resource information, Chair
Kathy Gaehler Welcome

Marj Kelly, Board Liaison
Cindy Ihrig, Staff Liaison