

Communications Committee Charter

Specific Roles for Chair

- Schedule and lead committee meetings
- As chair, you will delegate or seek volunteers for tasks, so you will need to determine how best to use the skills and interests of your committee members. (You may need to work with President, President Elect, or other Chairs to recruit committee members as needed)
- Keep your committee members motivated and active.
- Coordinate committee members to work with the other Club's committees to maximize impact.

Role of the Communication Committee

- Create awareness of club activities and projects among club members, media, and the community
- Support the work of the membership committee.
- Use social media to promote awareness of Rotary and your club in the community
- Make sure your club's image is in line with Rotary's public image
- Share your club's Rotary stories with the local media

General Committee Role

- Send representative to district training assembly and conference, reporting back to committee lessons learned.
- Set committee goals to help achieve the club's goals for the year and monitor progress toward them.
- Manage your committee's budget. Work with Treasurer for current budget and President-elect and Treasurer for upcoming year's budget.
- Report committee activities and progress to the club president, board of directors, and the full club.