

Communications Committee

The Communications Committee is responsible for guiding communications with the NACDEP membership and outside the association including the website, Social Media pages, NACDEP newsletter, Listservs, and other means of information sharing. Because communications must be consistent with branding and marketing of NACDEP, the committee will work closely with the Marketing and Member Services committees. The chair of the Communications Committee, or their representative, will serve on the Annual Conference Planning Committee. These functions are in partnership with the Management Firm. The Communications Committee is often referred to as “Com Com.”

Mission Statement

The Communications Committee is responsible for overseeing the development and coordination of all communications with the NACDEP membership and outside the association including the website, list serve and other means of information sharing.

Duties of the Chair

The Com Com Chair serves as the point person for the group. Duties include:

- Working with the Management Firm to update the website: hosting, posting and maintaining.
- Encourage members to use and promote Social Media pages.
- Manage NACDEP newsletter, Listservs, and other means of information sharing.
- Participate in monthly, online board meetings as non-voting member and provide updates on Com-Com activities or communications needs.

Management Firm Support Provided

- Website: hosting, posting and maintaining.
- Database: managing the member database and sending email communications (e.g., announcing newsletters, conferences, calls for proposals, events, etc.).

Schedule

Summer

- Appointment of Com Com Chair affirmed by NACDEP President (after Annual Conference Board Meeting)
- Chair communicates with Com Com team members to call meetings, set agendas (priority items for the year)

Fall

- Work with Annual Conference Planning Committee to communicate the “Call for Proposals” for next year’s conference.
- Send “Save the Date” messages.

Winter/Spring

- Communication blitz for registration for Annual Conference.
- Use “Email Blasts” and other marketing messages (in conjunction with Marketing Committee).

Throughout the Year

- Communicate salient information about NACDEP and its activities.
- Work with the President on special communications as needed.