

## **New Seabury Board of Managers Communication Committee Charter**

The New Seabury Board of Managers Communications Committee shall be appointed annually by the Board of Managers at its August Board Meeting directly following the New Seabury Club Members Associates, LLC Annual Meeting. Committee consists of two or more sitting members of the Board of Managers who value the importance of written communication, understand various media and communication tools, and are able to quickly evaluate best medium to obtain communication objective within time constraints. The Committee shall meet quarterly and or as they deem appropriate for the following:

### **Key Roles & Responsibilities:**

- Work as the primary liaison with the New Seabury Director of Communications to create and continuously enhance a mutually beneficial synergistic working relationship.
- Build and strengthen the relationship between Membership and Management by providing timely value-added information
- Develop a comprehensive annual plan using Email blasts, newsletters/publications and the NSBOM website to effectively and efficiently communicate with membership and management.
- Manage the development and publication of all NSBOM communication material
- Update the New Seabury Board of Managers website, [www.nsbom.com](http://www.nsbom.com), throughout the year, including but not limited to the “What’s New”, “Community Corner” and the FAQ sections.
- Lead the development, distribution, and data collection of the Members Annual Satisfaction Survey
- Manage the technical and business relationships for the Constant Contact, Go Daddy, and Survey Monkey vendors.
- Maintain and update the Constant Contact Member database annually