

## **COMMUNICATIONS COMMITTEE**

The committee communicates social and business events to the membership via four (4) sources; the Tom Tom Newsletter, the Hammock Herald, the club website ihammock.net, and bulk emails via Notifii Connect.

The committee chair recruits and maintains a staff of reporters, feature writers, photographers, and proofreaders. Additionally, the chair may select reporters-at-large and free-lance photographers as deemed necessary.

## **COMMITTEE RESPONSIBILITIES**

1. Production and transmission of the Tom Tom newsletter.  
The Tom Tom newsletter is emailed to the membership on the second Tuesday of the month. The year-end issue is emailed on the last Tuesday of the year. The committee writes or obtains articles, takes and shares pictures, creates flyers, and notifies the community of upcoming social events.
2. Production and transmission of the Hammock Herald (HH).  
The HH is prepared the week after the monthly BOD meeting. This publication is for club business, i.e. meeting minutes, manager and committee reports and other club business-related information. Two styles of the HH are prepared, booklet format (paper) for members without email access and electronic format for members with email access.
3. Classified ads are updated monthly and included on the website and in the electronic format of the HH. Details for the ads are received by the committee and information for billing is submitted to the office monthly for individual member billing. Setting and adjusting the advertising fee schedule is the responsibility by the Finance Committee with their recommendation approved by the BOD.
4. Update and maintain all parts of the community website.  
Update the community website monthly after the BOD meeting and as requested by the manager throughout the month.
5. Maintain the membership directory on the website and in the print-at-home version document.
  - a) Receive emails from members and from the office with contact information updates for the membership directory.
  - b) When changes are received, the website is updated as soon as possible.
  - c) Additionally, a running log is kept of these changes made over the quarter. This log and the updated print-at-home version of the directory is emailed to the membership quarterly.
  - d) The new member orientation packet includes a membership directory information form. New members wishing to be included in the membership directory must complete the information they wish included. If a new member does not want their

- information in the directory, the form is submitted with only their name and lot number.
6. Update and maintain the email contact list for [ihammocktomtom@gmail.com](mailto:ihammocktomtom@gmail.com) and Notifii Connect. Notify the office, manager, president and gate of new contact information as needed.
  7. Contact the lodge cook weekly to obtain the upcoming meal plan. Create the menu. Add menu to the website. Email menu to the office for printing and delivery to the gate for posting on the community bulletin board. Email menu to the membership every Tuesday.
  8. The committee stays in contact with the membership committee regarding new members.
    - a) A committee member is assigned to photograph new members for the Tom Tom when they come for their orientation.
    - b) After they receive BOD approval, the new member's completed membership directory sheet is obtained from the membership committee.
    - c) After the closing of the property has been confirmed with the office, the new member is added to the membership directory on the website and the quarterly directory changes log. If the sale is a member-to-member sale, the selling member's lot information is updated (removing the sold lot). The "members by lot number" list is also updated. Additionally, the departing members are removed from the directory, all email accounts, and Notifii Connect.
    - d) Add the new member's email to the contact lists for [ihammocktomtom@gmail.com](mailto:ihammocktomtom@gmail.com), and Notifii Connect.
    - e) Notify the office, manager, president, and gate of new member information as needed.
    - f) Contact new members by email to welcome them and provide them with information related to community communications.
  9. Create flyers/notices for committee chairs, as needed. Once approved by the requesting committee chair, the flyer/notice is included in the appropriate publication, added to the website, and sent to the office for printing and delivery to the gate for posting on the community bulletin board.
  10. Send out bulk email notices to the membership, as requested by the manager, regarding lost dogs, member deaths, weather crises, etc.
  11. Update and maintain the Hammock's YouTube channel as needed with videos of community interest. Our YouTube channel is titled "Indian Hammock". We encourage all members to subscribe.
  12. Update and maintain the Indian Hammock Instagram and official Facebook pages as needed with photos and reminders of social events. We encourage all members to like and follow these pages since you will see events posted that may not be included in the regular publications