

## Communications Committee

### General Responsibilities:

The Communications Committee will maintain and update the WMCA Website, develop the format of and facilitate the monthly Executive Committee news updates to members, conduct surveys and prepare an Annual Report of the WMCA.

### Organization and Tasks:

1. The President of WMCA will appoint two Committee Co-Chairs, a member of the Executive Committee to act as a liaison and as many committee members as necessary to accomplish the tasks of the Committee.
2. The Committee shall administer a contract with a service provider for the website as applicable.
3. The Committee Co-Chairs or designated Committee member shall monitor and keep current the contents of the website.
4. The Committee Co-Chairs shall consult with the President to establish timelines, format preference and content of the monthly e-mail Executive Committee news updates.
5. The Committee shall conduct surveys and report on survey results at the President's and/or Executive Committee's request.
6. Beginning with the fiscal year 2007-2008, the Committee shall develop an Annual Report of WMCA and the Co-Chairs shall work with the President on the format and content of the Annual Report. The report shall be posted on the website by July 1.
7. At the President's request the Committee Co-Chairs will submit a written report for inclusion in the Executive Committee meeting packet.
8. The Committee Co-Chairs shall prepare certificates for all participating committee members, which show the member's name, the committee and the year (i.e. 2006-2007) for distribution to the committee members at the Annual Conference.
9. All invoices for WMCA expenses shall be forwarded to the Executive Committee Liaison for review and sign-off prior to being sent to the WMCA Treasurer.

## **WMCA ANNUAL REPORT GUIDELINES**

**The following items are to be printed in Annual Report as specified:**

- President's Introduction
- WMCA Purpose and Objective
- WMCA Executive Summary
- List of Officers and Board Members
- List of Committees and Chairs
- Website Address
- Financial Report
- Education and Professional Development
  - NCI – PD I, II, III, IV
  - Fall Academy
  - Spring Academy
  - Annual Conference
  - Other Joint Training Sessions
- Scholarships
- Affiliates
  - IIMC – Region IX
  - WA Regional Clerks Associations (Pierce, King, etc)
  - AK, OR, CA, British Columbia State Associations
- IIMC Certifications (CMC, MMC levels)
- Clerk of the Year
- President's Award(s)
- List of Members