

# Communications Chair Report

1. Use Padlet for all statewide meetings/GTM. All documents to be made available on the state website for access by all members.
2. Documents to be submitted at least two weeks prior to state meeting dates. Allows members to review/ consider Information prior to the meeting.
3. All documents should be sent as documents or PDF. Please do not type report in the body of the email.
4. When submitting document; title the document with accurate name of document and the date. Including your name in the document name is NOT necessary.
5. Padlet will be posted on the state website after completion of the meeting.
6. Encourage all chapters to utilize Padlet for monthly meetings to post pics, agenda, minutes, announcements, etc. and share with all members.
7. All chapters to encourage members to utilize resources on the state website by posting password at every meeting.
8. Any member is welcome to contact me for clarification of items regarding communication.

Respectfully submitted,

Monica Chi Stockburger

AK Beta Gamma State- Communication Chair