

## **UNG PFA Communications Committee SOPs**

**Mission** – The mission of the Communications Committee is to enhance and facilitate communications between the UNG PFA Council and the PFA membership.

### **Standard Operating Procedures –**

- 1)** The Committee will maintain a current and accurate list of all PFA members and their e-mail addresses.
- 2)** The Foundation will be responsible for notifying the Committee every time anyone pays dues to join or rejoin the PFA. This notification will include a current e-mail address and a designation as cadet or non-cadet.
- 3)** The Committee will notify each active member at least 45 days prior to their membership expiring that they must pay annual dues to remain an active member of the PFA.
- 4)** The Committee will work with the Nominations and Elections Committee to inform all active members of open positions, each position's responsibilities, and the requirements to run for each position at least 45 days before the election is to be held.
- 5)** The Committee will notify each member of each semi-annual PFA meeting at least 30 days prior to the meeting. The notice will include the date, site and agenda for the meeting.
- 6)** The Committee will oversee the PFA website and Facebook page. The Committee Chair or designee will have administrative access to the PFA website and Facebook page.
- 7)** The Committee will keep the membership informed about events, activities and other matters relating to UNG.
- 8)** The committee will be in charge of producing all printed media including membership cards, items for fundraising, advertising and any other items as directed by the Council.
- 9)** Quarterly, send an update to all members of PFA activity in the last quarter. Each Board member along with the Cadet and Non-cadet representative, will send a brief summary, 100 words or less, regarding their area of responsibility to the secretary. The secretary will set the deadline to receive these summaries.

*Revised: October 30, 2014*