

# **LEAGUE OF WOMEN VOTERS ALAMEDA**

## **COMMUNICATIONS COMMITTEE**

The COMMUNICATIONS COMMITTEE of the League of Women Voters of Alameda shall consist of:

Committee Chair  
VOTER Newsletter Editor  
Publicity Manager  
Website Manager  
MailChimp Manager

### **POLICIES:**

The COMMUNICATIONS COMMITTEE shall work with co-presidents, the Board and other committees to generate and manage publicity through multiple media channels; to release timely information on the general scope and specific activities of the League with respect to the League's nonpartisan policies for voter education and advocacy. Publication of letters or op-ed pieces over the names of the Co-presidents or their delegates should be fact based, non accusatory and not sarcastic in tone.

All communications, other than material posted that is copied and pasted from the National, State or Bay Area League websites must go through the Communications Chair who will decide what has to be Board approved. In addition, communication publication requests sent to the Communications Chair should include a FYI reference or some indication as to what, when or why publication is required.

All communication public requests should be directed to the Communications Chair whose responsibility it is to:

- a) Refer requests to the appropriate LWVA communication committee manager whether it is the website, the bi-monthly emails, the VOTER Newsletter and publicity that includes print/online news sources and social media such as Twitter, You Tube, Instagram and Facebook.
- b) To oversee and coordinate disposition of reviews and edits of communication requests.
- c) To communicate status of requests with co-presidents and the committee members requesting Communication Committee services.

Adopted: November 2015