

**PUBLICITY & ELECTION COMMITTEE  
3 MONTH ACTION PLAN  
APRIL THRU JUNE 2006**

**MISSION STATEMENT: TO PUT INTO PRACTICE A FUNCTIONING COMMITTEE IN WHICH ALL MEMBERS PARTICIPATE.**

**PROCEDURE/HOW: MONTHLY MEETINGS WILL BE AN UPDATE OF PROGRESS**

LIASON COORDINATER (2-3 MEMBERS)	WORK WITH DISTRICT LIASONS TO BUILD DATA BASE OF INFORMATION TO INCLUDE: <ul style="list-style-type: none"><li>- COMMUNITY CENTER CONTACT DETAIL</li><li>- HOA (S) MEETING SCHEDULE</li><li>- NEWSLETTER DEADLINES, CONTACT INFO</li></ul>
WRITER (1 MEMBER)	PREPARE MONTHLY SUBMISSIONS FOR PAPER(S) NEWSLETTERS, CENTER ANNOUNCEMENTS,.....
PB COMMITTEES' CONTACT (1 MEMBER)	RECEIVES/REVIEWS COMMITTEE AGENDA'S FOR ITEMS OF INTEREST/OR CONCERN. SUGGESTS TOPICS FOR ARTICLES;ANNOUNCEMENTS, ETC.....
CHAIR	MONITORS WEBSITE-FORWARDS SUBMISSIONS PROVIDES SUPPORT IN AREAS NEEDED

**MEETINGS TO BE HELD AT THE SW&T CLUB THE SECOND THURSDAY OF THE MONTH IN THE CONFERENCE ROOM AT THE SW&T CLUB**