



# Communications Committee Charter 2023-2024

## **Bylaws:**

Responsible for all matters that relate to communications with stakeholders, including writing articles for the newsletter and periodic news releases. The committee may provide writing and publicity services to other committees as mutually agreed upon, initiate the development of brochures for community promotion, and collaborate with the curriculum and membership committees to plan and promote special events.

## **Responsibilities:**

- Coordinate with the Curriculum Committee to promote AIL academic terms and special programming.
- Coordinate with the Membership Committee to promote membership recruitment and renewal and highlight membership benefits.
- Work with the AIL Program Office to plan and schedule event promotion, *Horizons*, *Shopper*, and *Intertown Record* copy, and special messaging as needed.
- Schedule volunteer writers to produce final copy for *Horizons*, the *Intertown Record*, and other publications, as needed.