



# Arlington County Civic Federation

## Adopted ACCF Committee Charges and Year-End Reports for FY2023

c. **Communication Committee.** It shall be the duty of this committee to inform Delegates, Alternates, Member Organizations, the media and community organizations on a regular basis about Federation news, meetings, activities, programs and events by organizing, writing and working on the ACCF Newsletter, Website, Constant Contact, Facebook page and other social media. In addition, the Committee shall explore and keep the Board apprised of technology developments that the Civic Federation should consider and ways to expand the use of social media and other technologies (e.g., livestream) to better communicate and engage with the membership and public. Also, the Committee shall work closely with and coordinate its work with the Secretary, who is the point of contact with the ACCF webmaster.

### **FY2023 Report**

**TBD – Submitted by Jackie Snelling**

Although specific parts of the Communications Committee charge have officers and individuals assigned with the responsibilities, there is no active Communication Committee and chair at this time.

- The Secretary currently has responsibility for task of organizing, writing, and working on the ACCF newsletter to “inform Delegates, Alternates, Member Organizations, the media and community organizations on a regular basis about Federation news, meetings, activities, programs.”
- The Secretary and webmaster have provided updates for Facebook focused on meeting notices and Livestreaming of meetings and events.
- The Webmaster has maintained the website and added updates provided by the Board, the Secretary and other Officers, and Committee Chairs including meeting notices, minutes and links to video, special event notices, newsletters, committee reports and events, proposed and adopted resolutions.

In January, the ACCF commissioned a pro bono scoping study this year by the previous Communications Committee Chair, Christopher Wimbush, on scoping for building digital capacity for member associations, particularly residential associations. The report was submitted in June and will be transmitted to the Board and reviewed by a group designated by the Board and President to review the report and to provide a draft of potential actions including development of an updated communications plan that includes the objectives and tasks in the committee charge. Identifying a chair or co-chairs will be a priority for FY 23-24.

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