**Communications Committee worksheet 2023**

**committee functions**

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| 1. Provide a means for regular communication on important and relevant issues to and among former PAHO staff members, their significant others, and our extended network
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| 1. Ensure clear and good quality messages are transmitted on behalf of AFSM in at least English and Spanish
2. Maximize the use of the five AFSM means of communication (Facebook, Website, Newsletter, Zoom, emails) to engage with and inform AFSM members
3. Keep members informed of developments at PAHO and of news regarding AFSM members living in both the US and other countries
4. Offer a way for members to contact AFSM (afsmpaho@gmail.com) to share information, comments, suggestions and/or concerns and to request assistance with personal issues

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| Priority | Concrete actions to be taken in 2023 | Lead person: Committee is responsible | Time for delivery | Budget  |
| --- | --- | --- | --- | --- |
| 1 Increasing Membership and Participation | * Encourage member contributions to newsletter & share the “guidelines for authors” via blast messages to all members
* Make newsletter only available to members as incentive to become members
* Advise Membership Committee of emails that are not working (update the coordinates of members who change their addresses and do not inform us)
* Finalize brochure to use to encourage membership
 | MartiMarti and Jorge ProsperiAntonioSpecial Committee | OngoingOngoingOngoingJune |  |
| 2 Strengthening Information andCommunication with Members | * encourage our members to take advantage of apps, electronic devices, digital platforms, among others
* Edit & approve all English & Spanish communications before they are sent/posted
* Finalize, format, & distribute quarterly newsletter

and encourage member contributions* invite newly retired members to join our Facebook Group
* create an AFSM Instagram account; that will support our AFSM community to become more aware & proficient in the use of new technical, social, & other interesting cutting-edge topics
* update website & create password protected parts
* With H&P Committee, revise and edit survivors guide, separating into two documents
 | Violeta (in coordination with Outreach Committee)Marti & GermanMarti & GermanVioletaJorge Prosperi & StanJorge Prosperi & StanMarti & German | OngoingOngoingQuarterlyOngoingBy June 2023By June 2023By June 2023 | $ to print/mail newsletter$ for web page (WIX) |
| 3 Linking with PAHO and other organizations | * post on Facebook social & technical topics or activities related to retiree interests
* Share newsletter with PAHO leaders, other AFSMs, & other international retiree groups
 | Violeta (in coordination with PAHO’s Depart of Communications)Marti | OngoingQuarterly |  |