



International Windsprite Club Communications Committee Charter

Mission and Objectives	• Work under the direction of the IWC Board of Directors, specifically with the Board Secretaries, to distribute club communications to members and the broader public. • Manage information streams such as updating the IWC website, curating and editing the quarterly IWC newsletter, and overseeing membership social media platforms.
Membership Structure	• 4-5 committee members in total appointed annually by the Board of Directors. • Experience in communications such as web design, social media management, graphic design, marketing, public relations, and/or digital communications is preferred, but any interested member can volunteer. • Webmaster is member of committee, it is an ongoing position and reappointed annually until such time as the Board decides to appoint a new Webmaster • Chair or Co-Chairs (2) appointed by the Board of Directors • Representative from the board • Additional committee members from members in good standing as needed
Responsibilities	• Newsletter editor: Curate and edit the quarterly IWC newsletter. Reach out to the board, club members, and/or the broader public to gather articles, photos, and updates to support education and celebration of windsprite ownership. • Webmaster: Update the IWC website (www.windsprites.org) as needed including show files, breeder information, and the stud dog list. • Social media group administrator: Appoint an administrator to the club-managed social media platforms to oversee membership and activity in these groups.
Chair Responsibilities	• Call and schedule meetings • Ensure that detailed minutes are taken and then distributed to each committee member and to the Board of Directors • Steer the committee to fulfill its responsibilities • Present committee report at the annual member meeting or designate a committee member to present this report • Steer the committee-at-large to prepare quarterly and annual reports • Communicate with the Board of Directors as needed
Board Representative Responsibilities	• Present quarterly and annual reports at the Board of Directors meetings • Communicate any need for resources or action by the Board of Directors
Meeting Structure	• Quarterly virtual meetings or otherwise as needed to complete projects • Other communications via virtual messaging
Board Reports	• Submit quarterly reports to the Board of Directors • Submit an overarching annual report by the end of July of each year, include in this report any suggested changes to this committee charge
Budget and Resources	• This committee has no budget. The club will reimburse board-approved expenditures.