

Communications Checklist

With whom does your commission need to communicate?

- * Commission members among themselves
- * Commission members with other municipal boards and officials
- * Commission members with members of commissions in other municipalities (RIACC's specialty)
 - o **Join the RIACC FORUM www.forum.riacc-online.org**
- * Commission members with the general public, local residents

What information do you want your commission to communicate?

How can you use online channels to communicate?

What does your commission's online presence look like right now?

- * Google your commission - what do you find?
- * Check the links on your website - do they work?
- * Is E-Towncrier up to date? Are your agendas informative?
- * Are your minutes informative and available online?
- * What information about your CC is on the RIACC website? Is it up to date?
 - o See www.riacc-online.org

What steps can you take to improve your online effectiveness?

Make substantial resources available online, such as:

- * Charter authorization for your CC
- * Relevant ordinances
- * Agendas
- * Minutes
- * Budgets
- * Videos of your board meetings (Jamestown)
- * Annual reports
- * Links
 - o to the other municipal boards you collaborate with
 - o to other local conservation groups (land trusts, parks)
 - o to documents (RI DEM, RI Planning, etc.)



HAVE A BLOG!  Syndicate your Commission! Why?

A blog is a kind of a web page. Not all web pages are blogs. Blogs republish automatically.

- * Your information can be easily republished and distributed.
- * Blogs give you control of adding stuff to your websites without techie help.
- * It is easy to keep blogs updated (but it does take time to write posts).
- * Blogs can be free and they document your activities.

MAIN TAKEAWAY: USE A BLOG TO COMMUNICATE!