



Communications with your Committee

Concise and consistent communication is key! Regularly communicate progress toward goals, and keep them accountable. You are all volunteering for these roles, reminders and follow ups/gentle nudges will help everyone keep on track.

How and when you communicate with your committee will directly impact their momentum. If they know you will email the committee every other Tuesday with key campaign updates and committee member shout outs, they will be motivated to get their efforts into gear if they have not been recognized in one of your previous emails. Remember, keep the momentum going!

In your emails remember these [best practices](#)

- Be consistent
- Be proactive
- Include a mission moment
- Tell them who, what, and by when
- Send notes and action items within 24 hours of meeting, and send at least one status update email in between meetings