

Current CT Leader (CTL): Dee Watt

Photographer:

Current CT Members: Lynne MacNeill, Shana Nunn, Marilyn Wolpert, Marty Koblish

PURPOSE OF THIS DOCUMENT: Updating is needed primarily for the website when the new Board term starts March 1st. Prior to this, the CTL should contact the new President to begin this process. CTL should send reminder email to President, Photographer and Website Administrator to determine what photos are needed of the new Board, individual and as a group, and what other updating is necessary for the Board, attaching organizational chart and Board List for website.

MEETING/CONTACT: CT Members should meet with/contact new Board members as needed to coordinate CT support.

- 1st VPs – brochure – Marilyn (note: 1st VP posts brochure to Bulletin Board)
- 2nd VPs – calendar, activity contact list - Dee
- Membership Chair – caller emails and prospective member pamphlet - Dee
- Service Chair – website, service projects throughout the year - Lynne
- President – general understanding of our support function & to obtain updates of any Job Responsibilities Documents - Dee
- Ask President to remind each Board member to review the website and the prospective member pamphlet at the start of their year to see what updates are needed - Dee

REVIEW/UPDATE DOCUMENTS AS NEEDED: Dee

- Caller Email and Reminder Email Process
- CT Guidelines, CT Assignments, CT Guide Brochure, CT Ongoing Website Maintenance & Updates, CT Start of Year To-Do List (this document)
- Organization Chart
- Prospective Member Pamphlet with updates from Membership Chair
- Flyer: *Board List* for Website
- Flyer: *You're Invited* for Bulletin Board

REVIEW/UPDATE WEBSITE INCLUDING LINKS: Dee and/or Lynne involved in all these actions. Information comes from Board for the most part. Photographer takes the pictures when needed.

- Home Page
 - President's picture under President's Message
 - Prospective Members Pamphlet under JOIN LLWC
- Who We Are
 - Board Members: Board group picture
 - Board Members Info:
 - Picture of each member
 - Contact information & narrative
 - Board Member List & Org Chart
 - Communications Team: any changes
 - Our Past Presidents: New picture if available & add latest name to list
 - Our History: Latest Past President's summary of her year as President
- Who We Serve: Narrative on service projects, monthly schedule, any other changes
- Calendar: Upcoming Luncheon Programs
- Events/Activities: Activity Contacts
- Meetings: Monthly Luncheon Programs – update for the new year
- Miscellaneous: Inventory