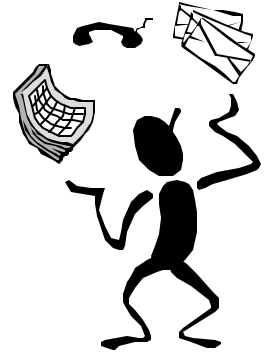


# FACILITATING EFFECTIVE COMMUNICATION

Ensuring effective communication among current partnership members - as well as with potential members in the community - is an ongoing effort. Meetings are an important tool, but not the only method. There are often many people who don't attend meetings, but need to be kept informed. Additionally, meetings may be structured to accommodate different levels of involvement. Some ideas to consider:



## Meetings:

- ✓ Periodic general meetings held monthly at appropriate times and locations. To maximize community participation, offer childcare, food, and social time. Be sure to make accommodations for languages other than English.
- ✓ Separate meetings as needed for action teams. For example, some teams may meet weekly in advance of a special event or quarterly to publish a newsletter.
- ✓ Standing meetings for steering committee/leadership team (e.g. biweekly, monthly or quarterly).

## E-mail/Listserve:

- ✓ Use to distribute agendas, minutes, announcements, updates, committee reports, etc.
- ✓ Print out and mail or post on bulletin board for members without computer access.

## Newsletters:

- ✓ Keep members who don't regularly attend meetings updated.
- ✓ Use as a recruitment tool to attract new members.
- ✓ Share with key officials who may not be directly involved.

## Phone Trees:



- ✓ Activate to quickly organize around an issue.
- ✓ Spread information among members to get input on a decision or to call an unscheduled/emergency meeting.
- ✓ Use to coordinate involvement with special events.