

Annual Report 2013-2014

Date of Report: September 9, 2014

Executive Position: Chair

Committee Name: Communications

Committee Members: Kenny Der
Laura Bailey

Summary of Activities:

This year the Communications Committee continues to provide a vital communications link between the HRABC Executive, the various HRABC Committees and the Membership at large. During this past year, this committee continued to work diligently to provide the membership with HIM related information and notices to the membership. Some of these communication activities are:

HRABC News Flashes:

- Creating and compiling the content for editions of the News Flash
- Distributing editions of the News Flash by email to the membership

EBlasts:

- Working with the HRABC Executive and Committee Chairs to provide and distribute pertinent information to the membership as required
- Working with the Membership & Credentials Committee Chair to update primary email addresses of members where eblast notices were returned as undeliverable

HRABC Website:

- Updating and maintaining the website as required
- Monitoring and administering for new members' registration as well as current members requests and/or questions
- Monitoring and administering for job postings from clients for the website

Linked In - HRABC Group:

- Moderating and posting items regularly for the HRABC Group

HRABC Calendar

- Working with Kwik Copy on the 2013-2014 electronic calendar

Other Activities

- Researching and communicating with professional organizations on their website applications
- Comparative analysis of a variety of website platforms that are available on the market
- Test and Set up for HRABC webinars/teleconferences
- Monitor for technical issues associated with HRABC webinars/teleconferences
- Requests for articles and profiles for posting on the website
- Answering and re-directing questions or queries from the membership

At this time, I would like to sincerely thank my committee members, again, for their hard work, patience, and support throughout this past year:

- Kenny Der, for being my website back-up and for your guidance
- Laura Bailey, for monitoring and moderating the Linked-In HRABC Group

Thank you team for another successful year!

Respectfully submitted,

Linda Lee