**Responsibilities of Outreach Committee**

Mission: To facilitate internal and external communication and coordination that will boost membership and participation in technical meetings.

1. Meetings***(as needed, minimum monthly)***
   1. Develop committee-specific calendar with assignment of responsibilities.
2. Webpage
   1. Select committee members audit webpage in 2023.
   2. Monthly review of webpage for updates, including scholarships and winners, board members, YP lunch and learns, mixers, David Watt memorial.
   3. CEU Certificate Updates
3. Social Media (LinkedIn)
   1. Post technical meeting notices and post-event photos.
   2. Address frequency of posting and re-post AWRA items.
   3. Promote AWRA app.
4. Email
   1. Notifications of technical meetings at least six weeks in advance, with periodic reminders as the meetings approach.
   2. Notifications of other events and updates (scholarships and winners, YP lunch and learn, mixers, David Watt memorial).
   3. Automation of email blasts – re-visit the email templates in Wild Apricot.
   4. Forward notices of AWRA National conferences and meetings.
   5. Email young professionals for membership dues after YP meetings.
5. Student Chapter Engagement
   1. USF, FGCU
   2. UF re-engagement
   3. Evaluate other chapters
   4. Involve professors for long-term continuity
   5. Develop engagement plan
6. Committee Membership
   1. Participation of new board member(s)
7. Future Goals of Committee