

SAMPLE COMMITTEE UPDATES FOR THE OFFICE E-NEWS

Due by the 25th of each month.

Examples of material that might be included for the update are:

- 1.) Date of next meeting or meeting rule (third Thursday at time);*
- 2.) Planned or recent events or speakers at meetings;*
- 3.) Discussions of interest from recent meetings;*
- 4.) Educational information including useful resources;*
- 5.) Pictures of recent events that may be used in Office E-News or E-Blasts, etc.*