

COMMUNICATION COORDINATOR'S ANNUAL REPORT

DATE: 12/04/2025



Overview

The Communication Coordinator's role is largely a supporting role, facilitating RMT to communicate promptly and clearly with members and stakeholders,, and to manage its meetings and processes efficiently, including appointments to RMT, and running the RAMM.

Managing Sweetadsnz@gmail.com (Connect)

Monitoring the main Sweet Adelines New Zealand email address each day ensures that we can respond quickly to members, and route their queries to the right person.

Coordinating Tuned In (Connect)

RMT's regular newsletter for members, *Tuned In*, ensures that we communicate with members about what is happening across Region 35, and that events are signposted throughout the year so that members can plan ahead to attend.

Keeping the website current (Connect)

Sharon Connor does a sterling job of publishing updates to the website and keeping it current. The Communication Coordinator role supports and backs up Sharon where necessary.

Coordinating RAMM (Connect)

The annual membership meeting is organised to a set schedule so that members can have their say and plan ahead to attend and participate in the annual meeting.

Supporting RMT meetings (Connect)

The Communications Coordinator supports RMT by taking minutes and managing the action lists from the meetings. This enables the TC and RMT members to focus on the key issues, and track our work for our members.

Adding value (Learn)

I've been a senior leader in government for decades, so I can occasionally add value to RMT's thinking about strategic and work planning issues, and offer some governance advice.

Katie Mathison

MARKETING COORDINATOR

