

COMMUNICATIONS COORDINATOR'S REPORT

Regional Annual Members' Meeting

MAY 2026



OVERVIEW

The Communications Coordinator role is a supporting one, focused on helping ensure clear, timely, and effective communication across the Regional Management Team (RMT), our members, and stakeholders. It also supports the smooth running of RMT processes, including meetings, appointments, and RAMM.

KEY ACTIVITIES 2025-26

sweetadsnz@gmail.com

Monitoring & managing the Sweet Adelines New Zealand inbox helps ensure we can respond promptly to member queries and direct them to the right place. It remains an important connection point for members and a key part of keeping communication flowing across the organisation.

Tuned In

The RMT newsletter 'Tuned In' continues to be a valuable way of keeping members informed about what is happening across the region. It helps share updates, highlight upcoming events, and ensure members can stay connected and plan ahead.

SANZ website

The website continues to be well maintained, with updates shared as needed to keep information current and accessible. RMT are preparing to change the SANZ website platform to HarmonySite for smoother back-end usability and an improved front facing experience.

Regional Annual Members Meeting - RAMM

The Annual Membership Meeting is planned and delivered to a set schedule, giving members the opportunity to engage, contribute, and stay connected with the work of the region.

Supporting RMT meetings

Support at RMT meetings includes minute-taking and recording actions, helping to provide clarity, follow-through, and shared understanding of decisions. This allows the team to focus on discussion and strategic thinking.

Transition and contribution

This report covers a period largely led by Katie Mathison, and we would like to acknowledge the strong foundation she established in this role. I have only recently stepped in as Communications Coordinator and look forward to building on that work. I also continue to bring experience from my wider RMT role and I look forward to supporting the team and region in this space.

Shelley Bascand

COMMUNICATIONS COORDINATOR