

DIGITAL COMMUNICATIONS AGENDA ITEM CHECKLIST

FOR MONTHLY MEETINGS

Your NC should have a standing agenda item for Digital Communications at your monthly board meetings. Items for discussion could include:

- **Admin reports** - performance stats for social media, newsletter, website; items requiring discussion or followup
- **Content discussions** - social posts, review newsletter story list
- **Administrative business** - add/remove account admins; open/close digital accounts
- **Billing / subscriptions** - updates on payment methods or pending renewals