

Communications & Operations System Plan

6-MONTH ENGAGEMENT · VOLUNTEER-LED ASSOCIATION · 3 PAGES

A complete, repeatable communications and operations system for a volunteer-led professional association, designed to bring consistency, visibility, and continuity, and to remain fully functional after the engagement ends.

What's inside

- 01 Core Principles**
Simple over complex · consistent over perfect · centralized over fragmented
 - 02 Monthly Communications Rhythm**
A four-week repeating cadence: newsletter, social, advocacy summary, engagement touchpoint
 - 03 Communications Toolkit**
Six plug-and-play templates built once and reused indefinitely
 - 04 Board Operations System**
Agendas, action tracking, board calendar, central file hub
 - 05 Project & Priority Tracking**
One tracker across communications, advocacy, events, and membership
 - 06 Membership Engagement**
Welcome flow · renewal reminder sequence · quarterly value reminders
 - 07 Sustainability Plan**
Process playbook, successor training, and organized handoff
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This is a structural preview.

To protect the work product, only the document's scope and architecture are shown here. The complete 3-page document is available on request. Connect with me on LinkedIn ([linkedin.com/in/rhondajustice](https://www.linkedin.com/in/rhondajustice)).