



# AIR FORCE SERGEANTS ASSOCIATION WRITTEN REPORT

<input type="checkbox"/> INTERNATIONAL	<input checked="" type="checkbox"/> DIVISION	<input type="checkbox"/> CHAPTER
Initiating Activity Name and Title: Michelle R. Chabot, Div 6 Trustee #1		Date: 10 March 2021
Report Type: <input type="checkbox"/> Committee <input checked="" type="checkbox"/> Trustee Communications		Meeting to be Presented: <input type="checkbox"/> March <input type="checkbox"/> August <input checked="" type="checkbox"/> Other <u>Div Pac</u>
<b>PART I – COMMITTEE MEMBERS/DIVISIONS REPRESENTED (if applicable)</b>		
Name and Position		Name and Position
Michelle Chabot - Communications Trustee		
Partial Year Family Matters Trustee		
<b>PART II – REPORT</b>		
<p>In charge of all communications duties for the division and support for it's surrounding chapters. After the resignation of the Family Matters Trustee, also took on those duties.</p> <p>Provided real time admin support during 2020 Division 6 Conference as well as arranging technology for trainings, guest speakers, and meetings.</p> <p>Created 3 Division newsletters providing training, information, and reports to Division by writing articles and seeking inputs from other Division members.</p> <p>Maintained and updated Division 6 website with updates, created online registration for 2020 Div 6 PAC (before moving event to virtual). Made regular updates and improvements to website and replacing documents and content as needed.</p> <p>Raised Facebook views/engagement to page by over 50%, for same time periods previous year. Most Facebook posts reach over 150 people with highest reaching over 2k. Posted legislative updates regularly via social media. Over 200 posts made through year to convey information. Added over 100 followers over the last year. Established accounts on Twitter, Instagram, and YouTube to fill with additional Division presence and content.</p> <p>Managed website platform for chapters to have website space on Div 6 page (to be debuted at Div 6 PAC). Trained chapter communication trustees with website management and other communication outreach strategies.</p>		
This report was presented to the membership/executive council/committee at a meeting held on the date indicated below:		
Meeting Date	Submitter's Typed Name	Submitter's Signature
10 March 2021	Michelle R. Chabot	//signed//