

SAC Communications' Top 10 List

Ways to Communicate to Your Constituents

10. Campus Mail. Summarize the important points of the last general Council meeting, or get the info from the SAC Web page, and send it to key staff administrators in your area for posting. You may develop a second career in direct mail marketing.

9. Coffee Meetings. Organize small staff gatherings to introduce yourself and describe SAC and its benefits. Gives you a chance to sell those candy bars to support your kids' extracurricular activities.

8. SAC Button. Wear it to departmental meetings and other campus functions. Lets everyone know you're "special," and accessorizes well with your blue & gray CWRU wardrobe items.

7. Meet One New Constituent a Week. Identify people on your constituent list in places you don't often visit. Gets you out for a walk and some fresh air while fulfilling SAC responsibilities. Introduce yourself and maybe find a new person to borrow lunch money from.

6. Visit the Web Page. Do this frequently. Access via CWRU Home Page / Departments / Office of the President / Staff Advisory Council. All the general and committee information is posted and updated regularly. Now you can *really* say that your web surfing is job related.

5. Give Reports at Staff Meetings. Ask for a few moments to speak about SAC and the most recent issues affecting staff members—get feedback. Hones your public speaking skills and gives you an excuse to buy that new outfit.

4. Posters Summarize the most recent SAC news and post it as a flyer on bulletin boards in your areas. A chance to show off your PowerPoint skills.

3. Phone Calls. Pick one or two people a week from your constituent list and call them. Have a brief script that tells them you're their SAC rep and how you can help them keep informed of University staff issues. Ask for feedback. Experience the thrill of telemarketing for yourself!

2. Invite a staff member to a general Council or committee meeting. Let them experience the excitement of Parliamentary Procedure. They don't have to be an elected rep to attend, or to work with a committee in which they have an interest.

And the number one way to better communicate about SAC:

1. E-mail. Seriously, the most effective way to communicate on campus. Develop a list of electronic addresses for your constituents. We'll help if you need a push to get started. Send out a brief review of SAC issues every month. People will respond and give you excellent feedback and suggestions. We also have an e-mail sac-communications@case.edu list that allows you to contact all SAC reps at once, and "Staff Advisory," a subscribed newsletter with bimonthly updates from all the committees.