

# AE/PRESIDENT COMMUNICATION PLANNING AGENDA

Align on how you'll communicate, stay in sync, and lead together effectively.

## 1. How We'll Stay Connected

- Preferred communication channels (email, text, phone, Zoom, etc.)
- Frequency of regular check-ins (weekly, biweekly?)
- Standing meeting day/time

## 2. What We'll Cover in Check-Ins

- Upcoming events, priorities, and agendas
- Emerging issues or tensions
- Decisions that need discussion
- How members are feeling

## 3. How We'll Handle Urgent Issues

- What counts as urgent?
- Best way to reach each other quickly
- Expectations for response time

## 4. How We'll Support Each Other

- Personal preferences under pressure
- How we give/receive feedback
- What helps us feel aligned and informed

## 5. How We'll Show Up United

- When do we need to present a united front?
- How will we coordinate messaging?
- Who leads what?

Resource: <https://www.nar.realtor/ae/manage-your-association/president-association-executive-checklist>