

DUCC Communications Cluster Report 2009

The communications cluster is comprised of members of diaconal community folks from the Manitoba NW Ontario Conference. Since 2003, we have been responsible for DUCC communications and have included a list of responsibilities within this report. We have a detailed listing of all the procedures we can identify to accompany the responsibilities and Deborah will bring this to the 09 DUCC gathering. Should the incoming committee wish to have a conference call with the outgoing committee members, we will be more than happy to do that.

The latest newsletter was sent out in February of 2009, cards are being sent out from your requests and the website is up and running. Our committee is deeply appreciative of the many volunteer hours that have gone into all of these endeavors and we owe a great deal of thanks to many of you who have worked with us over the past number of years.

Here is the listing of the communications cluster responsibilities as we see them:

Manitoba Northwestern Ontario Conference has been responsible for DUCC Communications for the past four years. The following describes the responsibilities that we assumed in this role.

GENERAL

- Envision and initiate projects and on going work to enhance communication with and among the DUCC community
- Draw Communications issues to the attention of the Coordinating Committee and the National meeting
- Encourage communication within the Conferences and regions
- Provide information to facilitate connection in regions (such as address lists)
- Encourage the community to access the communications systems, by such means as advertising DUCC Card Secretary, inviting profiles for the website, sending ducc.ca URL
- Develop, review and update the communication process and systems
- Develop, review and update the job descriptions for Working groups (Newsletter, Cards, Website) and task groups
- Recruit members for Working Groups and task groups
- Meet regularly (approximately 4 times a year) in person and by telephone, and communicate as needed between meetings via email, keeping minutes of all meetings

- Request and monitor budget for Communications work and submit expenses for reimbursement
- Report regularly by circulating minutes (and posting them on the website), reporting to the Coordinating Committee and National meeting

NEWSLETTER

(See Newsletter Editor and Editorial Committee Job Description and Procedures and Processes for Sending an Email for additional information)

- Recruit and orient Editor, Editorial Committee, Layout person/firm
- Appoint a liaison from the DUCC Communication Cluster to connect with the Editor, hear a report from the liaison at each meeting
- Provide support, encouragement and feedback to the Editor and Editorial Committee
- Requisition payment from DUCC Treasurer for each issue
- Update the local copy of the database prior to sending of each newsletter
- Review and update the list of newsletter recipients
- Distribute the electronic copies of the newsletter
- Facilitate the printing and distribution of the print copies which is done by MEPS
- Liaise with MEPS as needed to ensure that the relationship is strong and clear

WEBSITE

(See Website Editorial Committee Job Description for additional information)

- Recruit and orient Website Editorial Team and Webminder
- Appoint a liaison from the DUCC Communication Cluster to connect with the Website Editorial Team and hear a report from the liaison at each meeting
- Provide support, encouragement and feedback to the Team
- Requisition payment from DUCC Treasurer for Webminder
- Work with Website Editorial Team to solicit information for the Website
- Encourage the use of the website among the community members (for example distributing bookmarks with web address)
- Solicit information from the community and for posting on the website

CARDS

(See Card Secretary Job Description for additional information)

- Recruit and orient Card Secretary
- Appoint a liaison from the DUCC Communication Cluster to connect with the Card Secretary and hear a report from the liaison at each meeting
- Share information with the Card Secretaries so they can send cards
- Encourage the community to ask for cards to be sent
- Provide support, encouragement and feedback to the Card Secretary

- Ensure that expenses are being submitted

DATABASE

(See Procedures for Updating Communications Cluster copy of DUCCBase and Procedures for sending an Email to the Network for additional information)

- Obtain an update of the database as needed to send newsletter and regular emails
- Share address updates and other notes with the Coordinating Committee who maintain the database

COMMUNICATION

(See procedures for sending an Email to the Network for additional information)

- Solicit and receive information for distribution, determine where information is best distributed and forward it (eg. website, newsletter, email, card secretary)
- Send emails to the community periodically
- Write and send special greetings such as Christmas

ACCOUNTABILITY

- Receive accountability, through liaison and reports, from Working Groups and task groups

Be accountable to Coordinating Committee and National Gathering through written reports and as otherwise requested.

The committee members are:

Anne Duncan, Irene Rainey, Deborah Vitt, Cathie Clement, Caryn Douglas, Aileen Urquhart.

To the cluster group coming on board, we will leave you with the minutes of our meetings, and a detailed procedure process for the above responsibilities.

Blessings
Deborah Vitt