

**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

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- 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