

## **COMMUNICATIONS SUB-TEAM**

Don Eddy	Member-at-large
Stacey Kenny	Member-at-large
Isabel MacLaggan	Member-at-large
Robert O'Keefe	Member-at-large

From the names listed above, the following shall serve as

Stacey Kenny	Chairperson (2019)
Isabel MacLaggan	Secretary

### **Structure of Sub-Team:**

There shall be a minimum of four (4) voting members  
The Office Administrator will attend as a resource without voting privileges.

### **Duties and Responsibilities:**

1. Recommend to the Executive Team of Council a program of communication to enhance the orderly flow of information within the Pastoral Charge. Such program may include, but is not limited to:
  - a) Quarterly newsletter
  - b) General info pamphlets
  - c) Photo gallery
  - d) Website administration
  - e) Telephone Talk-Mail
  - f) Weekly bulletin
2. Monitor the effectiveness of the communication program on an ongoing basis.
3. Prepare, in liaison with the Vice-chair of Council, a condensed report of the highlights of Council Meetings for placement in the Annual Report of the Pastoral Charge.

### **Reporting and Accountability:**

The Communications Sub-team reports in writing to and receives direction from the Executive Team of Council.

