

COMMUNICATIONS SUB-TEAM

Revised 02/07

Constitution of Sub-team:

In accordance with an open process for nominations, members of the Communications Sub-team shall be elected at the annual meeting of the Bathurst Pastoral Charge. There shall be a minimum of four (4) voting members serving on Communications Sub-team.

Constitution of Sub-team Leadership:

In accordance with an open process for nominations, the Chairperson and Secretary of the Communications Sub-team shall be elected at the annual meeting of the Bathurst Pastoral Charge.

Staff Support:

The office secretary shall attend all meetings of the Sub-team as an ex-officio member without a vote.

Duties and Responsibilities:

1. recommend to the Policy and Planning Team a program of communication to enhance the orderly flow of information within the Pastoral Charge. Such program shall 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 notices
2. develop an orientation program to build an essential awareness of avenues for communication within the Pastoral Charge;
3. monitor the effectiveness of the communication program on an ongoing basis.

Frequency of Meetings:

The Communications Sub-team shall schedule meetings at least quarterly and as required to fulfill all prescribed duties and responsibilities. Meeting will be scheduled at the call of the chairperson.

Reporting and Accountability:

The Communications Sub-team reports in writing to and receives direction from the Policy and Planning Team at each meeting of the Team.