

COMMUNICATION COMMITTEE CHARTER **(*Connecting*, *eConnection*, website, & listservs)**

Purpose:

- To inform the membership about NorCal and its activities, and encourage participation in those activities
- To promote support for NorCal programs and activities, including, but not limited to, monetary support for the Grants program
- To support and promote the mission statements of NorCal and Peace Corps
- To stimulate increased membership in NorCal

Duties and Responsibilities:

- Assume responsibility for all communication content through proofreading and editing
- Support and guide appointed editors/managers
- Report NorCal activities (including Association news, Member Group news, Board and Committee reports, NPCA and PC updates, calendar of events)
- Publish *Connecting* every three months, *eConnection* every month, and keep the website and listservs updated.
- Remind all Board members, other editors/managers and committee chairs of publishing deadlines
- Select material to be published on a timely and priority basis (including submissions from other published RPCV newsletters, online articles and other sources, as well as those submitted by NorCal members)
- Submit drafts of publications, when requested, to the Board for review (The Board reserves the right to approve final editorial content within a reasonable time frame.)
- Lay out *Connecting* formatted for the printer and submit final copy to printer in a timely manner to support distribution schedule
- Investigate new printing vendors or methods of distribution when necessary
- Solicit suggestions and/or comments from NorCal membership
- Share pertinent and timely information with those members responsible for *eConnection*, *Connecting*, the website and listservs.
- Check the NorCalPCA@yahoo.com account and listservs for new listserv requests to join or drop
- Merge listserv membership lists with *e-Connection* mailing list every quarter to make sure that *e-Connection* has all possible RPCV recipient emails
- Submit a combined annual report at the AGM

Revised 9/06