

Roles and Responsibilities

Local 196 Communication Committee Member

Appointed for a 2 year term.

Role: The Committee will participate in projects, events and activities at the discretion of the committee chair. The Committee shall be responsible for planning, creating, and distributing the Local e-newsletter to members of Local 196. The electronic newsletter will be distributed at the discretion of the Committee and in consultation with the Local Executive.

Responsibilities:

- In consultation with the Local Executive, research and write articles relevant to the Local 196 membership.
- Take photos at Local events for publication in e-newsletter.
- Create e-newsletters in Mailchimp. Submit final draft of each e-newsletter to Local President for approval. Send out e-newsletter via Mailchimp.
- Develop and adhere to timelines and deadlines set out by committee in consultation with Local Executive for creation and distribution of e-newsletter.
- Attend Communication Committee meetings as called by the delegate of the Local Executive.
- Submit expenses via DMS. The committee member and committee chair is paid up to 7.75 hour/month.
- Submit monthly timesheet to local196exec@una.ca.
- Committee members are encouraged to attend Local meetings.