

Duties of chapter communications committees

It is recommended that the chapter rules include information about the duties of chapter communications committees. The duties of this committee may include the following:

- Support the efforts of chapter members and groups to communicate effectively with one another.
- Seek opportunities to publicize information about the Society, its Purposes, its program of work, and the noteworthy achievements of its members.
- Prepare advance stories about events and activities and help to arrange media coverage for special events.
- Help to incorporate international and state organizations news of the Society into the chapter programs.
- Keep a file of state organization and international publications for reference.
- Send news of chapter programs, projects, and activities to the state organization editor.

Duties of state organization communications committee chairs

It is recommended that the state organization establish the duties of state organization Communications Committees. The duties of this committee may include the following:

- Work closely with the state organization president to communicate strategies for goal attainment and promote the active involvement of members throughout the state.
- Check the state organization Web site regularly and disseminate information appropriately.
- Establish a system that provides timely notification of state organization newsletter deadlines to chapters.
- File the “Communications Committee Biennial Report—State Organization” on time.
- Attend state organization conventions, regional conferences and international conventions.
- Design and lead workshops on communications at state organization gatherings.
- Work with the state organization webmaster to provide current information for the Web site.
- Encourage chapters to send copies of their newsletters and respond to demonstrations of excellence in those publications.
- Keep a file of Society publications.
- Maintain a directory of chapter communications committee chairs.

Duties of state organization communications committees

- Develop committee goals and plans for implementation.
- Develop and recommend policy to the state organization executive board relating to an effective public relations program.
- Encourage effective flow of information throughout all levels of the Society.
- Serve as a medium for providing information to non-members about the Society, its Purposes, its program of work, the noteworthy accomplishments of its members.
- Encourage chapters to recognize and reward excellence in communications and public relations.
- Encourage members to read, contribute to and use state organization and international publications.
- Organize workshops, displays and materials to assist chapter communications committees.
- Arrange media coverage of state organization conventions in cooperation with local convention committee.
- Recognize media for excellent coverage of educational issues and/or Society activities.
- Award certificates at state organization conventions to chapters that have submitted a specified number of chapter newsletters.
- Urge qualified members to apply for positions on *The Delta Kappa Gamma Bulletin* Editorial Board.
- Seek recognition in Society international publications for chapters’ or members’ noteworthy accomplishments.