

LuMinHoS Communications Committee Terms of Reference

Purpose:

The Communications Committee is committed to the vision, mission, and values of LuMinHoS to present the comfort of Christ to **ALL** Lutheran patients admitted to Saskatoon hospitals. Together with the LuMinHoS chaplain, the Communications Committee shall use various communication channels to profile the organization and build understanding of the work of LuMinHoS.

Structure:

The Communications Committee shall consist of up to seven persons appointed by the VMT for three-year renewable terms. The roles and responsibilities of the Committee may be delegated to individual members of the Committee. The committee may ask the VMT to review appointments to the Committee (and their terms) in November of each year.

Responsibilities:

The Communications Committee will be responsible for the following:

1. Publication of a newsletter, *The Caregiver*, three times a year
2. Maintenance of the LuMinHoS website and Facebook page.
3. Maintenance of a current Display Board, PowerPoint Presentation, and brochures and helping ensure that these materials are available at every opportunity (e.g., church conventions, LuMinHoS events, etc.)
4. Assisting the Resource Development Committee (RDC) with writing appeal letters and with publicizing other resource-development-related tasks.
5. Assisting the Events Committee to publicize events by
 - a Helping to develop professional-looking materials (e.g., posters, postcards, tickets etc.)
 - b Ensuring that events are publicized to the right people and in the right places
6. Assisting the Chaplain as requested with the preparation of materials that may be distributed to hospital patients by the Chaplain or by lay visitors.
7. Collating, formatting, and printing Annual Reports from officers and committees in preparation for the AGM. Distribution of the Bulletin of Reports to be directed by the Board Chair.
8. Recruiting, directing and supporting Congregational Representatives in the Lutheran Churches of Saskatoon and area.
9. Maintenance of the "Saskatoon Lutheran Directory."

Accountability

The Communications Committee shall be accountable to the VMT. The Chair or a representative from this committee will attend VMT meetings.

Meetings

The Communications Committee shall normally meet six times a year. Special meetings may be held at the call of the Chair as necessary.

Date (O) Dec. 2018
Date (R) March 2019