

Communications Committee
Special Meeting Agenda
Weds., Sept. 18, 2019, 4:30 p.m.
Room 10A

Goals of the meeting: to accelerate improvement to communications specific to athletics and activities in order to have accurate and timely meeting and event information posted on the website calendars, activity webpages, daily announcements, and other communication avenues.

- I. rSchool
 - A. Responsibilities for updating calendar and website
 1. What is the process
 2. Confirm: dates and info for athletic events should already be set if all of the contracts are completed?
- II. Communication Roles and Responsibilities: who is responsible to get dates on calendars, 'market' information through daily announcements, posters, etc.? or who does it get delegated to when it comes to:
 - A. Advisors/Facilitators/'Volunteers'/Student Run Organizations
 - B. Coaches
 - C. Administration - Shannon
- III. Establish deadlines for accuracy with specific activities/athletics for the year - TBD