

D'EVELYN JR/SR ACCOUNTABILITY COMMITTEE



COMMUNICATIONS GUIDELINE

Jagtracks: Connect with the Jagtracks organizer/dept to email documents and flyers. This year the deadline was Wednesday (Thursday was accepted).

- 1) One week, send out summary of the last meeting. If able to get the draft minutes this is helpful. If possible, that same week, otherwise the following week. There is a sample Jagtracks article on the website that can be re-used.
- 2) Send a general flyer to keep Accountability on everyone's minds. There are generic flyers that can be used throughout the month.
- 3) Send a flyer with more exact information on what will be covered. There are generic flyers that can be used for this purpose or create new ones.

Weekend before the meeting:

- 1) Send out Agenda and flyer to the master Contact List under Drive D'Evelyn Google Account. Keep this updated as parents will ask to be removed and find QR code sign-ups (find list in Google Drive) and add new attendees from meetings.

Check email a few times a week and respond to emails.

Keep website up to date:

- 1) Switch flyer every month.
- 2) Go to Schedule (google drive), to update each meeting before creating and sending agenda. Link all the presentations before the meeting so they can be shared more easily with online attendees.
- 3) Because so much information has been linked and added and could be a good guideline for future officers, I recommend moving current year to the bottom of the webpage and making a clean copy for the current year.
- 4) Invite and add guests, presenters and speakers through the SAC gmail account. Update who will attend on the website Schedule and Agenda.

Chair Accountability Committee D'Evelyn Jr/Sr HS