**MCPS Communications Overview**

**Communication Vehicles**

* Website
* Email
* Monday Night Announcements
* Cork board and table at Dharma Gate
* Facebook

**Website & Communications Roles and Responsibilities**

**Roles:**

Communications Coordinator/Webmaster

* Caroline Vander Haar

Content Owners

* Mission/Vision – Mike Melancon
* Orientation – DJ Lower
* Who Are We – All Leadership Team Members
* Board & Bylaws – Robbie Newell
* Practice Committee – Judith Bader
* Monday Night – Anita Graham

Monthly Communication Cadence

* Thursday Morning – Mike Melancon
* People of Color – Jenny Ting



* Wake Up – Vanna Waldron
* Facilities – John Flynn/Ellie Graham
* DOMS – Christina Jackson/Sammie Fick
* Volunteer Coordination – Sammie Fick
* Membership – Russell Regan
* Retreat Coordination – Ellie (Interim)
* Family Liaison - Christina Jackson

**Responsibilities and Timing:**

* Comms. Coord. – Send email reminder to Content Owners to submit content last week of each month.
* Content Owners - Submit content to Comms. Coord. by end of last week of each month.
* Comms. Coord. - Post content to website by the end of the first week of each month.
* Comms. Coord. – Send email “Newsletter” by the end of the first week of each month.
* Retiring Content Owners to inform incoming Content Owners of responsibilities, and Comms. Coord. about change in ownership.
* Significant additions to website, beyond monthly updates should be brought to the Board as a formal agenda item where the proposal can be considered and consensus on what action to take, reached. Comm. Coord. will respond to proposal by following up with whoever proposed it and by updating the site if appropriate.
* Comms. Coord. will initiate a bi-annual (January & June) review of website with leadership team and will update this document and site, accordingly.
* Requests made by general Sangha members to add content or make significant additions should follow this same protocol via the established Content Owners and Board.