

Communications Committee:

The Executive Board Liaison shall be the Corresponding Secretary.

- Serve as a support group to the Executive Board and the membership.
- Update and maintain the Southern Division Website regularly. Coordinate with CalChiefs Webmaster as needed. Post documents as directed.
- Be knowledgeable of current trends and technologies in the Fire Service and the business environment.
- Create and publish the Division quarterly newsletter. Email newsletter to the Corresponding Secretary for fan-out and posting on the website.
- Obtain approval of the President and/or First Vice President on all news releases or Web postings prior to release.
- Coordinate with the Education Committee to provide other materials for inclusion in the newsletter, as handouts at meetings, or fan-out communications.
- Stimulate attendance at Section/Division Conference, seminars and meetings.
- Serve as a link between the organization and those members who, due to geographic limitations or other issues, are unable to attend meetings by providing copies of all handouts, etc. to those members. Contact them to offer assistance as needed.
 - Encourage and maintain active communications with the other committees in the Division and assist each other in the planning and development of new or large scale projects.
- Coordinate with the Membership Committee and/or Corresponding Secretary to stay current on names and addresses of new members, guests and vendors in attendance at General Membership meetings, etc. for use in related articles in the newsletter.
- Develop and maintain the New Member edition of the Fire Circle. Forward to the Membership Committee for inclusion in their new member packet for the May membership drive and update throughout the year with changes to Executive Board. Committees and Division policies and procedures.
- ***This Committee welcomes contributions from all members for dissemination.***

Refer to Standard Guidelines Number 13, Page 18, and Number 14, Page 19 and 20, for further details.