



ADMINISTRATIVE / PROFESSIONAL COUNCIL

Illinois State University

Communications Committee

The Communication Committee manages all communications sent from the A/P Council out to its constituents. This may include posting events on the University Calendar, providing articles posted in the *ISU Report*, developing a monthly email newsletter, as well as managing the Council's FaceBook presence.

Committee Chairperson Responsibilities

The chair's position involves coordination between the other committees of the Administrative Professional Council to ensure a consistent message delivered in a timely manner.

Chairperson Duty	Time Commitment
Communicating with Committee Chairs to determine what needs to be distributed	3-4 hours per month
Coordinate monthly A/P Council Update Email	2 hours per month
Coordinates yearly communications including the AP welcome, new employee welcome, and holiday email.	3 hours per year

Committee Membership

Committee members are able to take on a variety of roles, ranging from updating the Facebook page, to writing stories for the A/P Council monthly email, to finding ways to advertise meetings, events, and brown bags.

Member Duty	Time Commitment
Manage Facebook Postings	1-2 hours per month
Post Events & Meeting Times to University Calendar	1 hour per year
Provide content for A/P Update Monthly Email	1-2 hours per month