

DESCRIPTION OF ASHPAC COMMUNICATIONS' RESPONSIBILITIES

Monthly board meeting attendance -

Keep the website and mail list updated, a responsibility shared with others –

- Enter meeting dates when decided upon and make updates as needed
- Post announcements as needed.
- Add info/links to website
- Add/delete people on mail list
- Work with the webmaster (who currently is a college student) or become the webmaster

Signage - Laminated updates are attached to a master sign with zip ties. Sometimes updates are taped on when laminating isn't available or practical. The sign is hung on an island on Main St or W Union St with zip ties and cables w/combination locks.

- Reserve sign space with town hall when the schedule is determined.
- Design and get sign updates printed at Staples 2 weeks out (can use existing template). The order can be dropped off or emailed to the Framingham store.
- Get it laminated through the Student Services office if there is enough notice, at Staples for a sign that can be reused in the future with new dates, or at home using strips of overlapping tape (free and good for small, last minute, or short term updates but is quite ugly and doesn't do well with rain/snow).
- Update the sign w/the new meeting notice; which is then mounted onto the sign with zip ties and sometimes packing tape.
- Hang and remove the sign in town with plastic zip ties and chain/locks. Store the sign and a presentation tri-fold with prior signs and supplies when not in use.

Send meeting/other announcements (principals, newspapers, and other PACs are all mailed as groups – send 1 email) through the ASHPAC Hotmail account (most can be cut/paste/modified from the detailed meeting listing on the website) according to the following approximate schedule, and as needed -

- by the 15th of the month prior to the meeting to local newspapers -
- 1 or 2 weeks prior to the meeting (include brief info on the next ASHPAC meeting) to principals
- 2 weeks out to Kathy Silva for her Owl newsletter and an edited version for her robocall/email
- approximately 2 weeks, 1 week, and the night prior, email the meeting notice ASHPAC's maillist
- 2 weeks prior email to local PACs if appropriate –
- work with fundraising for email announcements as needed
- Collect community info from mail lists (i.e. Fram/Natick/Westboro Sped PACs, MASSPAC, SpedNews, FSCN, Disability Law Center, Wrightslaw, etc.) and other members about local events, and determine what should be mailed out (every week or two or as needed) or posted on the ASHPAC website – shared responsibility with others

Check website regularly for communication (1-2x/wk)

For questions regarding responsibilities contact Elissa at erbiletech@hotmail.com

For questions regarding becoming involved contact Elizabeth at DrLiz01@hotmail.com or Mary-Ellen at MaryEllenKramer@Comcast.net