

MCCPTA Committee Work Plan 2008-2009

Committee: Communications

Subcommittees: Listservs, Website, Public Relations, Cable TV, Spotlight

Chair: Patti Twigg

Email: listservsmod@mccpta.com

Committee Members:

Listservs Subcommittee

Moderators for listservs

MCCPTA_Presidents: (MCCPTA President, Listservs Subcommittee Chair and others as designated by MCCPTA President)

First name	Last name	Email address
Kay	Romero	president@mccpta.com
Patti	Twigg	listservsmod@mccpta.com
Liz	Wheeler	vpadmin@mccpta.com
Ted	Willard	vpedissues@mccpta.com

MCCPTA_Treasurers: (MCCPTA President, Listservs Subcommittee Chair and others as designated by MCCPTA President)

First name	Last name	Email address
Dale	Ryan	treasurer@mccpta.com
Patti	Twigg	listservsmod@mccpta.com
Kay	Romero	president@mccpta.com
Liz	Wheeler	vpadmin@mccpta.com

MCCPTA_Bulletin: (MCCPTA President, Listservs Subcommittee Chair and others as designated by MCCPTA President)

First name	Last name	Email address
Dale	Ryan	treasurer@mccpta.com
Ted	Willard	vpedissues@mccpta.com

Patti	Twigg	listservsmod@mccpta.com
Kay	Romero	president@mccpta.com
Liz	Wheeler	vpadmin@mccpta.com

MCCPTA_Board: (MCCPTA President, Listservs Subcommittee Chair and others as designated by MCCPTA President)

First name	Last name	Email address
Kay	Romero	president@mccpta.com
Liz	Wheeler	vpadmin@mccpta.com
Patti	Twigg	listservsmod@mccpta.com

MCCPTA_Delegates: (MCCPTA President, Listservs Subcommittee Chair and others as designated by MCCPTA President)

First name	Last name	Email address
Kay	Romero	president@mccpta.com
Liz	Wheeler	vpadmin@mccpta.com
Patti	Twigg	listservsmod@mccpta.com

In addition, when an issue arises where additional expertise is needed, consultation with appropriate people is sought.

Website Subcommittee

Website Coordinators

First name	Last name	Email address
Lin-Lin	Mao	webmaster@mccpta.com
Sharon	Goodall	webmaster@mccpta.com

Vision

How does the work of your committee support the objects and mission of PTA and the focus of MCCPTA?

The work of my committee supports the objects and mission of PTA and the focus of MCCPTA by enhancing our ability to communicate quickly and effectively with the

locals. The more information that our locals have, the better they are able to advocate. It is also important that locals are kept informed of MCCPTA activities for communication to their members.

Goals

Give a summary statement of your committee's goals for this year. Consider how you will identify attainment.

Our goals for this year are:

Increase awareness of sources of information provided for the locals.

Make sure documents are updated as needed to assure that the most accurate information is provided to locals.

Website Subcommittee: Make sure the MCCPTA website is updated as needed with new information throughout the year.

Listsersv Subcommittee: Make sure the documents describing the listsersvs are kept current.

Provide assistance to any locals that ask.

Action Steps

What does your committee plan to do to achieve these goals? Include plans for meetings, mailings, etc., interaction with other MCCPTA committees, MCPS staff you may work with and in what capacity, other county, state or federal agencies, organizations you may contact as part of your action plan.

To achieve the outlined goals:

Attend the committee fair at the September DA.

Provide notices for the President's letter and listsersvs containing information and sources of information for the locals.

Review documents, at minimum annually, to make sure they are up to date.

Listsersv subcommittee: Keep Yahoo Groups! Website calendar up to date with auto reminder for events. Act on all requests to subscribe and unsubscribe to the various listsersvs within 48 hours of receipt.

Website subcommittee: Post any information, including calendar dates, to the MCCPTA website within 7 days of receipt unless the requester specifies a date to post the information by (e.g. "within 3 days", "by Friday", or "by September 23"). If the information is an announcement, the requester needs to specify when to remove the announcement from the MCCPTA website. Review website periodically to assure items are not outdated.

Expenses (Include costs of mailings, copying, supplies, awards, etc.)

Domain name registration for mccpta.net, mccpta.com

We registered the domain names for 5 years, so there won't be a charge for this until October, 2011.

Webhosting - Shared webhosting service, annual apache basic, with Online Gateway (address and customer number same as above)

Due 2/15/09 \$120/yr service