

## **ROLE DESCRIPTION – Provincial Communications Coordinator**

### **Purpose of the Office**

As a member of Chapter and a Trustee of the Order, the Provincial Communications Coordinator is responsible, on behalf of Provincial Chapter, for overseeing and promoting effective communications within the European Province. The principal function of this role is to work closely with members of the TSSF Communications Team, to represent the Team at Chapter and, with the Team, to maintain the supply, quality, relevance and cost-effectiveness of all TSSF print and electronic communications.

### **Accountability**

To the Minister Provincial and Provincial Chapter Trustees.

### **Responsibilities**

- To organise and chair 3 meetings of the Communications Team per year, and report back to every Chapter meeting for further discussion and final decision making as appropriate. (Permanent members of this team are the editors of the Little Portion and TON, the Membership Secretary, the Provincial Treasurer and representative from TO distribution, the Provincial Disability Team and the Web Team.)
- To review the forward publishing programme with the editor of the Little Portion and the Editorial Team. To coordinate arrangements for the publication of two issues of the Little Portion per year (Summer & Winter).
- To arrange for the timely production and distribution of Little Portion and other TSSF publications and to arrange with the Membership Secretary for mailing labels to be supplied.
- To provide the editor of TON with information from Chapter to be published in the next issue, including new professions and, once a year, RIPs; and to review the final draft of each issue before it is electronically distributed to the membership.
- To review and discuss with the Web Team additions/amendments to the website and with the help of other experienced Tertiaries to seek to ensure that material accepted for the website is of a high standard.
- To work with the Provincial Disability Team to ensure alternative formats are made available for Tertiaries who require them.
- To check stock levels of TSSF publications with TO Distribution, make revisions and order reprints as required.
- To monitor costs against budgeted expenditure with the Provincial Treasurer.
- To liaise with the First Order and with the editorial board of '*franciscan*', directly or through a nominated Communications Team member.
- Through ideas generated by the Communications Team to introduce initiatives for enhancing effective communications to ensure that Tertiaries are well informed on topical issues as well as on matters of particular concern to members of the Order.
- To liaise with the various groups and sub-committees within the Order to ensure the appropriateness and relevance of published material and to facilitate the effective communication of their published papers, newsletters and other material.
- To receive copies of updates to membership records and to contribute to discussions about access to these with the Membership Secretary and the Provincial Secretary.