

GUIDE TO THE PROVINCE THREE COMMUNICATIONS COMMITTEE

Aside from the Province Leadership Committee, the most important and influential committee in Province Three is the Communications Committee. Like most province committee positions, this is not typically a full-time appointment, as members of the committee oftentimes have other duties in their home chapter. People on this committee should be interested in meeting and working with brothers from other chapters, understand their own chapter schedules, and be able to communicate effectively in writing. Members are expected to be easily accessible, with the ability to send and receive email, communicate over the telephone or travel if needed. Members can be of either collegiate or alumni status, and all committee members should not be from the same chapter.

As a member of the Communications Committee in Province Three, you are tasked to help the province function smoothly and effectively. You help to build the bridge from the brother who concerns himself with only the chapter level functioning to one who takes an active interest in the activities and leadership in the broader fraternity. A brother who works with others outside his own chapter is more likely to have a leadership role within his own chapter and remain active in the fraternity as an alumni.

Duties of the Communications Committee

1. to provide the means by which PCR's, chapter/alumni association presidents, individual brothers and the Province Leadership Committee can communicate.
2. to publish a Province newsletter annually, or whenever the Province has a need for such a newsletter.
3. to maintain the Province website.
4. to maintain the Province email listserv.

NOTE: The Province Three Communications Committee is defined in Article Five, Section Two, Subsection Four of the Province Three By-Laws.

This is a committee which is often set on auto-pilot during most of the year. Diligence in working with the province leadership will often provide more than enough for the committee to do. Province communication is the key to successful province events, chapter rituals and area alumni involvement.

Communication among chapters

Province contact list

One of the simplest things to do to foster chapter communication is to ask the chapters for a list of current brothers, along with offices and contact information (email / IM / phone). This is an easy way for all chapters to be aware of who to contact in the event chapter officers need to communicate with each other directly. Keeping the lists current is the major difficulty with this approach. Chapters change officers at different times of the year, but as long as you keep in touch with the chapter, they can forward contact information pretty easily.

Province email listserv

Currently, the province has a listserv through Yahoo!, as the old, Lyrecrest provided ones were spotty in their reliability and difficult to subscribe to. The current listserv provides more than enough storage space, easy access to archives, and a simple method of subscription. This listserv is used for province event announcements, chapter event announcements, and any personal communication that may be considered appropriate by province leadership. Encourage all province brothers to subscribe to this listserv — it is not just for PCR's, presidents and the Province Leadership Committee.

NOTE: Our listserv is public, so no fraternal secrets should be shared on it!

Newsletter

At least once a year, the communications committee should publish an official newsletter for Province Three. This newsletter should be used not only for collegiate communication within the province, but should be a source of provincial pride, and shared with not only the brotherhood at large, but also alumni brothers within the province.

Putting an appropriate theme to the newsletter will oftentimes provide an easy source of inspiration for chapter brothers. Asking a brother to write without a prompt will oftentimes lead to boring, unimaginative articles which simply list off recent chapter activities. This also leads to a more cohesive structure for the newsletter and helps chapters see what others do within that area of collegiate life.

Deadlines for newsletters should be about a week before the intended publish date to allow for copy time. Advertising for articles should be done more than a month before the intended submission deadline. Reminders should be sent to the province once a week during this time, with personal follow-throughs to any province leaders, committee chairs or chapter presidents / PCRs. This task can be delegated among the committee, with the chair acting as publisher / province leadership liaison and the other members responsible for coordinating with particular chapters. Any province event would be a good time to publish, but Winter Workshop seems to be the best time for participation.

Attached to this is the announcement for the Winter 2004 newsletter.

Province events

The hardest thing for the communication committee to do is to make sure the province events are being advertised properly to the brotherhood. It's difficult because you must deal with the province leadership, the events committee, and the chapter responsible for the event. While the events committee holds final say over the promotional timetable of the event, you may use your position to remind the events / leadership committee of the desirability of early announcement of events.

For best results, a general province event schedule should be announced before the beginning of the fall term. While this may not include any Spring events, all Fall or Winter events should be sketched out, indicating date and location of each event. A month before any major province event (Workshop, etc...), a general schedule should be emailed to the province indicating any planned activities and providing a general promotional push to get brothers interested in attending the event. One or two weeks before the event itself, a final schedule should be presented, so that the brotherhood at large will have ample time to make preparations to attend. It is a good idea to also post this information to the website.

Using the province website

The most important thing you can do as a member of the communications committee is to keep the province website updated! This is our face to the world of Sinfonia, and should be comprehensive enough so that anyone who has a question about a particular province-level item will find their answer on the website.

It's a permanent location for information that may be retrieved at any time, anywhere for reference. Here, you can keep province committee contacts and the list of chapter contacts should be easily accessible. Within a week of the meeting, the minutes and other records of province meetings should be posted on the site. The links to province chapters/alumni associations should be kept current. There should be a copy of all province newsletters available. Pictures from province events help to lend a recognizable face to brothers from other chapters.

If you do not know how to do web publishing, you may still contribute. Gather pictures from your chapter after an event. Help to type up minutes, keep the province calendar or to organize the contact list.

To the chair

A quick word of advice: don't let the work get away from you. Make sure you stay responsible with your tasks, and keep ahead on the website. Your job will be a lot easier! Also, be the engine. It's your leadership that will govern how the committee acts. By taking initiative, you will meet and get to know lot of brothers and help to inspire all members acting at the province level.

Don't limit yourselves

Just because something has been done in the past, don't let that dictate your future. This list is flexible — if you know of a better way to facilitate communication, do it! Take this guide as a stepping-stone towards keeping the province working. Without your committee, the Province Leadership Committee will have a much harder time whenever they try to do something. Take pride in your work, and the province will flourish.

Newsletter Themes:

*Member Education
Alumni Relations
Brotherhood Building
Chapter Management
Fundraising
School Relations*

*The province website
can be currently
located at:
www.province3.net*

PROVINCE THREE NEWSLETTER!!!

FRATERNAL EDUCATION OF THE PROVINCE

We're looking for articles from chapters/individuals for the Province Three newsletter.

This newsletter will be a joint publication of all chapters in the province. Its target audience will be alumni, other chapters in the province and the brotherhood in general. This will be posted on the province website and printed in a limited run (providing that funds are secured from a chapter or province fund).

In line with the Ritual presentation at Winter Workshop, the communications committee decided to have an education theme for this newsletter. Articles about any and all aspects of education will be greatly appreciated. Articles not having to do with education are still open for submission.

Please contact your coordinator to submit articles.

Targets

Submission Date: 01.21.2004

Length: Four Pages

Participation: Four Chapters & Province Leadership

Coordinator	Email	Schools	
<i>Brian Beickelman</i>	beickebd@notes.udayton.edu	University of Dayton	Miami University
<i>Tom Flood</i>	tflood91@msn.com	Capital University	Muskingum University
<i>Kevin Dengel</i>	dengel.4@osu.edu	Ohio State University	Ohio University

Article Ideas

Probationary Period Philosophy
Color Night Activities/Ceremonies
Integrating New Members to Chapters

1 vs. 2 Probationary Classes A Year (pro / con)
Continuing Education
Recruiting Activities

Other Ideas

President Ongoing Chapter Projects
Alumni Alumni Coordination Issues, Alumni & Rituals
Historian Recent Major Chapter Events
WES/CPRs/Committees Province-Level Discussions
FEO Upcoming Rituals
ALL Humor, Personal Statements, etc...

For all brothers – Do you have a memorable Probationary Experience (funny/sad/inspirational)? Please write up a paragraph about it and we'll assemble a collection of them for the newsletter. Please remember that this will be a publicly available newsletter – no fraternity secrets!

*Any and all submissions will be considered for publication,
but final editorial decisions will be left up to the coordinators and the newsletter editor.*