

Role of the Communications Officer

A Communications Officer is expected to provide the following services:

1. Assisting in the publishing of *The Appeal*. Duties here could include providing a source of material for *The Appeal*, such as contributing OTBU news items, either soliciting and submitting feature articles on decided topics or writing these articles personally, soliciting and submitting advertising from OTBU members or commercial advertisers, providing photographs or artwork to illustrate the newsletter, and participating in planning sessions for issues.
2. Attending Communications Meetings (approximately five (5) per school year) and providing feed-back during those meetings of issues raised in the Branches, possible topics for discussion either to the OSSTF Communications Committee or in the Branches, and new initiatives for *The Appeal* or for referral to OSSTF.
3. To assist in the production and distribution of the Bargaining Unit newspaper, *The Appeal*.
4. To advise the Communications Chair and the Editorial Board.
5. To evaluate OSSTF District 19 communications media and to suggest improvements.
6. To edit, format and forward Branch Updates and articles submitted by OTBU members and to develop news stories for *The Appeal*.