

Publications and Communications Committee

Goals & Objectives 2010 - 2012

EB Member: Carole Abboud (Lebanon)

Committee: Michelle Lee (Hong Kong), Shirley McSavaney (Canada),
Greg Paull (Australia), Karen Zulkowski (USA)

	ACTION	STATUS
<p>Committee activities and projects</p>	<ul style="list-style-type: none"> *Communicate with committee members to keep them informed as appropriate *Involve committee members in all projects pertaining to publications and communications *Update the membership on committee activities via the BULLETin, Journal or email blast *Design and develop a WCET/NNGF thank-you card *Revise and re-print the Travel Card *Explore the most cost-effective method to produce and circulate the Members' Handbook to the membership *Develop a promotional video about the WCET *Collaborate with the Education Committee to develop ostomy, wound and continence educational posters * Develop and maintain an inventory of all promotional items i.e. banners, posters, brochures, videos, stationary. *Post Country Reports on the database library with assistance from committee members 	<p>Established</p> <p>Posted as received</p>
<p>Website</p>	<ul style="list-style-type: none"> *Update and maintain the website to ensure it is current. *Post information received from EB, members and other i.e links for conferences 	

Administrative Tasks

- *Submit reports and other feedback as requested
- *Participate on EB conference calls as scheduled
- * Participate on skype calls with other EB or committee members as required
- *Submit requests for expense reimbursement as scheduled
- *Participate on other Task Forces as required
- *Participate on the Constitution Advisory Panel

Other Activities

Submitted by:

Publications and Communication Chairperson

August, 27, 2010