

## *Deerfield School District Communications Committee Charter Statement*

### **VISION:**

The Deerfield School District working in partnership with Deerfield school district community to identify efficient, effective communication processes as part of a district-wide communication plan.

### **MISSION/PURPOSE:**

In support of the Deerfield School District communication process, the Deerfield School Board has developed the *Deerfield School District Communications Committee* with a focus on community engagement and information sharing. The purpose of this charter is to document the guiding principles for the operations of the *Deerfield School District Communications Committee*.

### **SCOPE OF INITIATIVE:**

The *Deerfield School District Communications Committee's* work should support the district mission, enhance what is already working well in the district and stimulate rapid, demonstrable change in real and perceived district communications. The committee will focus on researching ideas and developing recommendations for designing and implementing strong communication vehicles, tools and channels which aid communications regardless of message content.

### **RESPONSIBILITIES:**

The *Deerfield School District Communications Committee* is composed of individuals from the school district community, school staff and school administration which are accountable to the Deerfield School Board, and are responsible for:

- Identifying current formats, methods and types of communication.
- Identifying and documenting current communication methods of the board with various stakeholders.
- Identifying and documenting current communication methods of the administration with various stakeholders.
- Identifying and documenting current communication methods of the faculty with various stakeholders.
- Identifying and documenting current communication methods for stakeholder communication to district personnel.
- Reviewing recommended industry practices and identify improvements and supports needed.
- Recommending a communication plan to the Board.

### **MEETINGS:**

The *Deerfield School District Communications Committee* will meet monthly for approximately one-hour or unless otherwise agreed upon by the active committee members. Meetings will be held as face-to-face meetings.