

GSRA POLICY AND PROCEDURE

NUMBER	Page 1 of 1	CATEGORY Committee Functions
TITLE Functions of the Communications Committee	APPROVED: 3/10/09	Reference: Minutes of March 10, 2009
<p><u>Objective:</u> To assure that GSRA print materials include content that will enable GSRA to timely inform its members and the public of the benefits issues and that the content is reasonably accurate, clearly stated, and grammatically correct.</p> <ol style="list-style-type: none"> 1. Recommend policies and schedules for producing print materials for GSRA members (and other interested parties) that is clear, relevant, informative, timely and useful to them as they interact with their local legislators and others about pension, health insurance and life insurance benefits promised to its retirees by the State of Georgia. 2. Recruit “subject matter experts” to develop and produce articles for the GSRA Newsletter, assisting them as necessary in producing articles on relevant topics of interest to state retirees. 3. Write and/or edit articles and finalize a periodic GSRA Newsletter for publication on the GSRA website according to the schedule established by the Policy and Operations Committee. 4. Write and/or edit Action Alerts, advertisements, pamphlets, membership brochures and/or other print materials as needed by GSRA. 5. Work with the Education Committee to teach GSRA members what they need to know about their pension, health insurance and life insurance benefits --- and any proposed changes to them --- so that they can effectively communicate with their local legislators and others. 6. Assist the Education Committee as needed to: <ul style="list-style-type: none"> • Find relevant and timely articles from outside sources to reprint in the GSRA newsletter; • Obtain the necessary permissions for republication therein; • Ensure proper attributions for such articles. 7. Assist GSRA officers, local chapters, and other committees as requested to formulate, edit and disseminate their messages to the membership. 8. Continuously provide information to the membership regarding meetings and activities of GSRA and its local chapters. 9. Conduct occasional informal surveys and/or polls of GSRA members to request their feedback on ways for the Communications Committee to improve its effectiveness. 		