

Wayne-Finger Lakes Program Networks
Key Communicators/Steering Committee
March 6, 2000

Role of Key Communicator (attached)

All information should be sent to Sandy Bowman - 315-332-7288;

sbowman@edutech.org

Fax: 315-332-7425

Communication

RIC members need to be “in the loop” so they can answer questions, provide support, promote participation at the districts.

Networks are encouraged to submit information regarding the specific work being done, recruitment of participants, announcements of activities to Gail Evans for the quarterly “Network News”. The next publication will be in June.

Process and Procedure

Until a policy/process is developed for disbursement of RIC funds to Program Networks, any requests will be brought to the full RIC. When appropriate, recommendations will be forwarded to the CSOs.

Next Meeting: April 10 3-5 in Newark

Agenda: Policy for Requests

March 6, 2000

Role of Key Communicator

- Attend all Network meetings
 - Attendance
 - Notify Sandy Bowman of changes
 - Arrange for refreshments if off site (Newark)
 - Minutes – Actions and Decisions
- Provide technical support
 - Materials
 - Resource
 - Copying
 - Standards
- Communicate between RIC and Network
 - Proposals
 - Requests
 - Questions
- Facilitate communication within the District
 - Suggestions for sharing
 - Involve RIC members where no key communicator
- Support Leadership development
 - Co-facilitate
 - Assist in developing goals, agenda
 - Identify group leaders