

TO SOCIETY PRESIDENT
Please respond as soon as possible.

COMMUNICATION PARTNERS are needed for all societies.

To improve the flow of communication within LWML–Canada, we are asking each society to appoint a *Communication Partner* and to share that person's contact information via the form below to our LWML–Canada Data Manager.

Job Description

- *Communication Partners* will receive all mailings from LWML–Canada to societies, e.g., *Get Connected*, LWML–Canada Sunday, convention information, and e-mail such as LWML–Canada Update. See the other side for more detail.
- It is okay, if necessary, to have two *Communication Partners*, one to receive the mailings and one to receive e-mail on behalf of the league. If no one can be found to receive e-mail messages, please indicate that on the form below.
- The *Communication Partner* may also receive mailings from her LWMLC district.
- It will be the *Communication Partner's* responsibility to:
 - see that each communication is given to her society president or another person responsible for dealing that particular item, and
 - pass on the communication as soon as possible after receiving it (please don't wait for the next meeting).

Notes:

- The *Communication Partner* **may** be the league president or may be someone who can get the information to the president easily. She may already be a contact for her district.
- The *Communication Partner* **may** be the woman who currently receives and distributes *Tapestry* or that person may continue to do that while someone else serves as *Communication Partner*. (We will be keeping our *Tapestry* subscription list separate from the list of *Communication Partners* but the same person may be on both lists.)

 (Please print clearly.)

COMMUNICATION PARTNER(S)	
BY MAIL	BY E-MAIL (same person for mail and e-mail if
Name	Name
Address	E-mail Address
Phone	Phone
Society Name	
Church Name	
Church Address	
Mail to personal address _____ or church address _____	

Mail form to:

Darla Hennig, LWMLC Data Manager, 1312 - 80 Street S.W., Edmonton, AB, T6X 1H4

By: **MARCH 1, 2010**

Number of members in your society as of December 31, 2009 _____

(This information is for statistical records only and will not be released outside of LWML–Canada)

More detail about communication from LWML–Canada

1. *Get Connected*

- All societies will receive a printed copy. (Only zone, district and national leaders with Internet access will be asked to download a copy.)
- *Get Connected* is intended to provide society leaders with information to carry out their roles. The newsletter may be shared by making photocopies or those leaders with Internet access may download their own copy. The method of distribution is up to the *Communication Partner* and her society but it is important that the information be shared with those who can use it in a timely manner.

2. LWML–Canada Sunday

- Information is mailed to all societies each Spring. This year we hope to have it out earlier than previously so our *Communication Partners* can get it to the appropriate people and plans can be made before a summer recess.
- The actual service outline, children's story, etc. will continue to be posted on the LWML–Canada website. This works best for most pastors and church office secretaries. HOWEVER...any society who requires a paper copy of the material sent by mail may, as usual and AT NO COST, order it from the LWMLC Resource Centre.

3. LWML–Canada Update

- News and information to be shared with others will be sent by e-mail to those *Communication Partners* providing an e-mail address. These messages are usually brief and can easily be received by anyone with e-mail...even on dial-up.
- As well, anyone else can subscribe and receive LWML–Canada Update. News and information shared via the Update is usually published in *Tapestry* or *Get Connected*; it just isn't received as quickly.

4. Convention Information

- The first packet of convention information (including a poster) is mailed to all societies in the Fall prior to a national convention. The *Communication Partner* will be responsible for putting up the poster and providing the information to other members.
- The second packet of convention information (including the registration forms) is also mailed to all societies except where the *Communication Partner* indicates a willingness to download the contents to share with other members. Not everyone on the Internet can do that, so in the first packet we will ask those who are willing to do so, to let us know.

There may be other occasional communication from the national level of LWML–Canada but not on an ongoing basis.

District leaders may also use the same *Communication Partners* to share information. We will make the information collected on the form available to them for that purpose.