

Communications Advisory Board Timeline

November 2009
Cabinet approval.

March 2010
Presbyteral Council approval.
Diocesan Pastoral Council approval.

April 2010
Send letters to those responsible for constituent representatives requesting names with a May 30 deadline.
Begin culling sources for media constituents.

June 2010
Transmit applications/qualifications for CAB to candidates.
Schedule and conduct interviews.
Determine availability and staggered terms.

July 2010
Submit names to bishop for approval.
Send out confirmation letters.
Schedule inaugural meeting in September.

August 2010
Prepare agenda for September meeting.

September 2010
Inaugural meeting

- Review purpose of board.
- Discuss and approve bylaws.
- Elect chairman and vice chairman.
- Set up subcommittees.
- Set schedule for Communications Plan.
- Set schedule for next regular meeting.

Report to Cabinet on progress.

October 2010
Meeting on Communications Plan.

November 2010
Meeting on Communications Plan.

December 2010
Regular CAB meeting.

Set 2011 meeting schedule.