

Guidance for PAG Chairs and PAG Communications Committee Chairs/Representatives

The HS PAC Communications Subcommittee developed this checklist to serve as a guide for PAG Chairs, and PAG Communications Chairs/Representatives to outline important communications related tasks and processes that PAGs should complete throughout the year.

1. Schedule a transition call with previous PAG Communications Chair/Representative and PAG Chair regarding the Communications committee's successes and challenges in the past year.
2. Review the HS PAC Communications Subcommittee page on the HSO website at <http://usphs-hso.org/?q=pac/sub/comm> to obtain information on the process for submitting PAG website update requests.
3. By the end of January each year, the HS PAC Communications Subcommittee Chair will invite PAG Chairs and PAG Communications Chairs/Representatives to participate in a meeting to discuss existing communications guidelines and expectations for the year.
4. By January 10 each year, PAG Communications Chairs/Representatives must review all subcommittee and relevant PAG web pages to ensure they are current and relevant.
5. Upon completion of the PAGs web pages review on the HSO website, PAG Communications Chairs/Representatives must submit a website update request using the appropriate [form](#) to webrequests@usphs-hso.org using the website update request form.
6. Identify a designee that will be responsible for submitting PAG HSO Weekly Announcements. The HS PAC Communications Subcommittee recommends that PAGs identify a primary and alternate designee to submit all PAG-related weekly announcement requests. ***Please note: PAGs must determine if the information for the HSO Weekly Announcements is pertinent to all HSO's or specifically for members of their respective PAG. All PAG specific announcement requests that are not relevant to all HSO's will not be included.***
7. The HS PAC Communications Subcommittee welcomes PAGs to participate in monthly meetings. Although participation is not required, PAGs are encouraged to assign a designee to represent the PAG at these meetings.
8. By the end of December each year, determine which members will remain on the PAG Communications Subcommittee for the next year. By January 1 each year, ensure that there is a designee to submit PAG website update requests and HSO Weekly Announcement requests.