

CIPTN: Communications/Recruitment Coordinators

- a) Login to CIPTN designated web services on a weekly basis and answer all questions pertaining to CIPTN membership or current events
- b) Update website and social media content to reflect current achievements of CIPTN members and upcoming events
- c) Send posters/emails through local listservs to highlight the current activities related to the CIPTN
- d) Co-communication directors will maintain all important documents in a public forum such as dropbox that can be accessed by all executive members
- e) Organize materials provided by CIPTN members on current or future projects/KT activities for quarterly newsletter and provide contact information for future members who may want to be involved in a specific ongoing project/KT activity
- f) Recruit new membership at conferences, meetings, as well as through email, the CIPTN website, and social media
- g) Put up posters and disseminate newsletters wherever possible within local institutions
- h) Update agenda for membership meeting to include how many new members we receive quarterly and highlight any special recognitions/projects that current members are working on