



Public Service Alliance of Canada
Alliance de la Fonction publique du Canada

2021-2022

Communications Officer: Sarah Durham

PSAC Local 60550

- December 2021
 - Meeting with executives (December 8 - approximate 1 hour)
 - Website redesign (approximately 16.5 hours)
- January 2022
 - Meeting with executives (January 19 – approximately 1 hour)
 - Meeting with GSA (January 25 – approximately 1 hour)
 - Website redesign (approximately 20 hours)
- February 2022
 - Meeting with executives (February 16 – approximately 1 hour)
 - Social media activity and graphics designs (approximately 15-20 hours)
- March 2022
 - Executive meeting (March 23 – approximately 1 hour)
 - Social media activity (approximately 15-20 hours)
- April 2022
 - Designing Stewards Network graphic
 - Social media activity
 - Preparation/advertisement for April AGM
- May 2022
 - Bargaining (SWAG redesign and printing quote)
 - Social Media activity
- June 2022
 - Bargaining SWAG (research and ordering)
 - Social media
 - Fall event planning
 - Website updates (meeting minutes)
- July 2022
 - Meeting with executives (July 20)
 - Meeting with SJ reps to discuss fall event (July 27)
 - SWAG ordering
 - Social media activity



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- Checking, sending, responding to emails

- August 2022
 - Picking up SWAG
 - Social media activity
 - Checking, sending, responding to emails
 - Working with Genevieve about getting more SWAG
 - Meeting with executives (August 16)
- September 2022
 - Planning and organizing Saint John orientation (Sept 14)
 - Planning and organizing fall event for Saint John (Date TBD)
 - Meeting with executives (September 28th)
 - Website updates
 - Checking emails, sending emails to members
- October 2022
 - Provost Listening Tour with VP SJ and Fredericton (October 7th)
 - AGM planning and preparation - poster design and printing, creating and advertising social media event, room booking, email clarifications with Genevieve
 - Started process of hardship funding - sent out emails to members
 - Office hours (October 25th)
- November 2022
 - Fall AGM Prep - ballot design, email clarifications with Genevieve
 - Meeting to discuss hardship funding process/applications (November 2nd)
 - Hardship funding ranking of applications
 - Fall Annual General Meeting (November 16th)