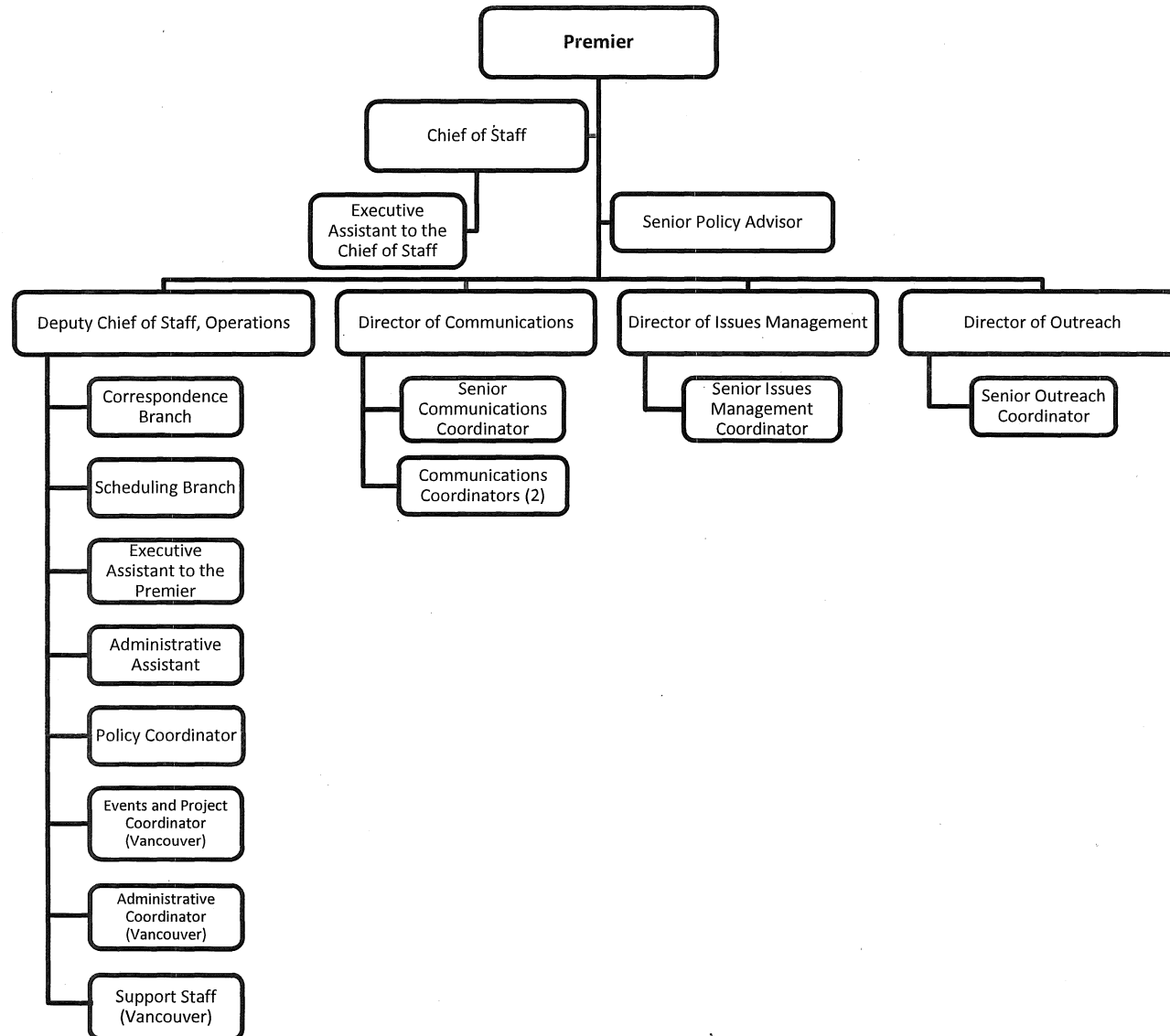


Office of the Premier  
Executive Branch



## **Director of Communications**

**Sara MacIntyre**

### **REPORTING RELATIONSHIP:**

The Director of Communications reports to Chief of Staff.

### **ROLE:**

The Director of Communications is responsible for coordinating communications for the Premier, maintaining and enhancing the relationship with media and ensuring the Premier is aware of emerging issues.

### **KEY RESPONSIBILITIES:**

- Develop and implement communications coordination related to the Premier. This includes:
  - Coordination of news releases, backgrounders, columns, op eds, letters to the editor, speech notes, ministerial statements, legislative introductions, special acknowledgements, video and radio scripts, quotes, messages, media scans and written publications;
  - Ensuring all proactive communication materials are appropriately structured and communicated to the media; and
  - Media relations.
- Overall responsibility for maintaining and enhancing the working relationship between the Office of the Premier and members of the Legislative Press Gallery and other provincial media.
- Responsible for keeping the Office of the Premier apprised of emerging issues and events that are of potential interest to provincial media.
- Responsible for ensuring that all media availabilities, scrums and press conferences are conducted in an appropriate manner.
- Responsible for working with the Government Communications and Public Engagement staff to ensure that all information that specifically relates to the office of the Premier is coordinated and communicated in an appropriate manner.
- When deemed necessary, responsible for travelling with the Premier to meetings and events where media may be present.



October 15, 2012

Sara MacIntyre

S22

Dear Sara MacIntyre:

**Re: Reassignment  
Strategic Issues Management Lead  
Government Communications and Public Engagement**

Further to our conversation this morning, this letter will confirm your reassignment to the above noted position effective immediately. There is no change to your salary or terms of conditions of employment.

You will report directly to Athana Mentzelopoulos, Deputy Minister, Government Communications and Public Engagement.

I wish you well in your reassignment.

Yours truly,

A handwritten signature in black ink, appearing to read "Dan Doyle", with a large, stylized flourish extending from the end of the signature.

Dan Doyle  
Chief of Staff, Office of Premier Christy Clark