

COMMUNICATIONS DIRECTOR

The main purpose of this board position is to oversee all aspects of internal communication with membership.

Duties and Responsibilities

- Sets up meeting reminder e-blasts using Constant Contact for Santa Rosa and San Rafael meetings. Includes acquiring speaker information and checking with the board to see if there is pertinent information that needs to go out.
- Oversees bi-monthly e-newsletter. Work with committee members to collect articles and ads. Produce the newsletter in constant contact using template. Helpful if you have software that creates pdf's.
- Make sure that all articles are created in PDF and added to the website archive of articles.
- Oversees Yahoo Group.
- Oversee production of membership directory once a year, including accurate member listing (administrative coordinator produces), appropriate photos, board member listings and description of organization.
- Checks the website regularly to be sure the data is current, especially the events on the calendar pages. Update the website with meeting information or submit changes to web designer.
- Works with Public Relations Director in requesting information and linking to other websites.
- Reviews and approves all bills for services before submitting them to the Connections Coordinator for payment.