

SUPPORTING WITH MORE TIME TO GIVE

COMMUNICATIONS COMMITTEE

COMMUNICATION CHAIR

Leadership Board Position*

2 to 3 hrs/**month** (excluding meetings)

*Leadership Board Position: attend 10 mtgs/yr. (8 by ZOOM and 2 IN PERSON). Of course, we consider exceptions.

Oversees the following jobs. One person may be involved with one or more jobs.

- Website Maintenance
- Website Design
- Eblast Newsletter
- Social Media Publisher

You do not have to be a part of each job.

If you're working with members on a specific job, you are asked to meet with them between regular meetings to plan and coordinate their work. Keep the President updated on your progress.

WEBSITE MAINTENANCE – 3 hr/**month** (regular maint.) to 6 hrs/**month** in Sept and Oct

WIX platform

- Member Listings - The majority of the time will be needed in August, Sept and Oct.
- Send in a report (if there is anything new) before the Leadership Board Meeting. You will receive an email requesting a report.

WEBSITE DESIGN 5 to 6 hrs/**new page**

WIX platform

- Design pages for each show and any other additions.
- Send in a report (if there is anything new) before the Leadership Board Meeting. You will receive an email requesting a report.

EBLAST NEWSLETTER 2 to 3 hrs **twice/month**

- Constant Contact platform
- Subscriber List Maintenance
- Send in a report (if there is anything new) before the Leadership Board Meeting. You will receive an email requesting a report.

SOCIAL MEDIA PUBLISHER 1 hr/**wk**

- Receives a weekly batch of 5–6 social media posts from the Social Media Planner and schedules them for publication.