
COMMUNICATION COMMITTEE - Chair, Website Maintenance, Website Design, Eblast Newsletter, Social Media Publisher.

COMMUNICATIONS COMMITTEE CHAIR LEADERSHIP BOARD POSITION

2 to 3 hrs/mth (excluding meetings)

CHAIR TASKS

- **Attend 10 mtgs/yr. (8 by ZOOM and 2 IN PERSON). Of course, we consider exceptions.**
- The Chair may, but is not required to, serve in one of the roles within the committee. (listed below)
- Meet with members between Leadership Board meetings to develop ideas, changes, and improvements.
- Keep the President updated on your progress.

ROLES within the committee - One person may be involved in one or more roles.

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

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

WIX platform

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

WEBSITE DESIGN 5hrs/**mth**

WIX platform

- Design pages for each show and any other additions decided by the Leadership Team.
 - 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/mth**

- 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.
-