

**JOB DESCRIPTION
COMMUNICATIONS CHAIR**

General Description:

The Communications Chair is responsible for recruitment of additional volunteers to assist with ensuring the goals, objectives and responsibilities are met.

Term:

One Year

Time Commitment:

120 hours/year average or 10 hours/month average

Goals, Objectives, and Responsibilities:

- Continuous review of the Chapter's web-site with current and relevant information and verification of when items need to be removed/updated.
- Enhance the web-site to increase usage of the site by members and non-members alike.
- Work with the President and President-elect to ensure that all content on the web-site is appropriate and gather their input as to the layout and design of the web-site.
- Gather articles, items of interest, and photos for The Big Sky Bottomline newsletter for mass email distribution four times a year (July, October, January & April).
- Monitor the Gmail account, assist with saving appropriate content to the Google Drive & creating email blasts.
- Manage the Social Media accounts to keep our Chapter active and Interesting.
 - Facebook
 - Instagram
 - LinkedIn
 - Twitter