

Women's Leadership Network Job Description-updated July 14, 2008

Position: **Communications Chair**

Term: Two (2) years

Tenure: Can serve up to three (3) consecutive terms.

Duties:

- 1) The Communication Director attends monthly Board meetings. A minimum of nine (9) are required per year. If for any reason she cannot attend the Board meeting, she should pass on any pertinent information to another board member to bring to the meeting. It is requested to attend as many monthly meetings as possible.
- 2) The Communication Director is asked to promote WLN, support and encourage members of the board, committee members, and the entire WLN organization.
- 3) The Communication Director oversees the monthly newsletter and Website. This person can decide to take on both of these areas or find a committee member to assist.
- 4) The Newsletter person is requested to help find information pertinent to entire membership, compile all information for each newsletter with assistance from other board members whenever possible. Designs each monthly newsletter and formats. Proofs each newsletter and may request help from other board members as needed.
- 5) The Website person updates all areas on the WLN website on a monthly basis. In particular, meeting dates/times, speaker information.
- 6) Other responsibilities include creating and sending press releases, board announcements, creating necessary marketing materials ie: postcards, letterhead, envelopes etc.
- 7) At the end of her term of office, the Communication Director will turn over all documents, files etc. pertaining to her office to her predecessor. She will be available to answer questions during a transition period.

2008-2010-Nicole Gantz

2007-2008-Pam Brookens

2005-2007-Pam Brookens/Cheryl Kohl

