

Position: Director - Communications
Term: Two (2) Years
Tenure: Can serve up to three (3) consecutive terms
Updated: January-11

- 1) This position attends every monthly Board meeting. 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.
- 2) This position is asked to promote WLN, support and encourage members of the Board, committee members, and the entire WLN organization. She should attend as many WLN functions as possible.
- 3) The Communications 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 responsible for finding information pertinent to the entire membership, compile all information for each newsletter with the assistance from other Board members whenever possible. She designs each monthly newsletter and formats. She proofs each newsletter and/or works with a designer to produce it, and may request help from other Board members as needed. She posts the newsletter on the WLN website and sends a newsletter link to WLN members each month.
- 5) The Website person updates all areas on the WLN website on a monthly basis; in particular, meeting dates/times and speaker information.
- 6) Other responsibilities include creating and sending press releases, Board announcements, creating necessary marketing materials (i.e. postcards, letterhead, envelopes, other advertisements, trade show materials, etc).
- 7) She participates in/keeps abreast of marketing sub-committees for Women of Achievement and the Women's Leadership Conference.
- 8) She emails monthly luncheon reminders on the Wednesday before the luncheon event, emphasizing the RSVP date.
- 9) Manages WLN's Linked In and Facebook accounts.
- 10) At the end of her term of office, this position will turn over all documents, files, etc, pertaining to her office to her successor. She will be available to answer questions during a transition period (up to 3 months).

2012-2010 Nicole Gantz
2010-2008 Nicole Gantz
2008-2007 Pam Brookens
2007-2005 Pam Brookens/Cheryl Kohl