

## COMMUNICATIONS CHAIR

### Job Description

The Communications Chair is a member of the Board of Directors. The Chair coordinates the release of timely information on the general scope and specific activities of the League to the media (print and online) and to other interested groups or organizations. It is not a sensitive position with respect to the League's nonpartisan policy since the Communications Chair reviews all communications the LWVA releases.\*

### GENERAL RESPONSIBILITIES

- Understands the duties of the Chair and oversees and helps recruit members for the following: eBlast/The Voter communications, publicity for events, website updates, YouTube uploads, and social media posts (Facebook, Twitter, and Instagram).
- Understands the duties of the various Communication Committee members and works with them.
- Designates a vice chairperson.
- Maintains and stores information vital to specific job performance (via hard copy files, electronic documents, and/or emails).
- Trains successor and passes on vital information in a mutually agreed time and manner.
- Ensures that documents essential to LWVA as a whole are archived in the LWVA's Dropbox account at <https://www.dropbox.com/home/LWVA>.

### SPECIFIC DUTIES

- Oversees the work of the committee members and invites them to attend Board meetings as necessary.
- Works with Board members and Committee managers to coordinate the distribution of LWVA information to be delivered via eBlasts, newspaper publicity, paid ads, submitted articles, social media posts, creation and distribution of videos, etc.
- Seeks approval of the President for all publicity releases, letters to the editor, and statements made in the name of the League.

\*See LWVA website for Non-Partisan and Diversity policies.

Adopted March 2015; Revised Jan. 2021.