

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: *The Voter*, Publicity, League website, and social media (Facebook, YouTube, Twitter, etc.)
- Understands the duties of the various Communication Committee members and works with them. .
- Designates a vice chairperson. .
- Trains successor and hands over current updated job manual.
- Cleans out files and ensures that important papers are archived.

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 *The Voter*, eBlasts, press releases, paid ads, submitted articles, Facebook posts, Tweets, 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 19, 2015