# Summary

**Communications Director**

 **Executive Board Position**

**Rev. Nov 2019**

The Communications Director shall be responsible for club communications and oversight of the Austin Newcomers website, newsletter, emails, and calendar.

# Position Requirements

* Strong computer skills
* **S**trong writing skills
* Willingness to learn and use ANC website technology including Word Press, Membershipworks, and Mailchimp
* Knowledge of Microsoft Publisher is helpful

# General Responsibilities

Support ANC Board members to maximize the ANC website’s potential, making sure that content is up-to-date and useful.

Provide content for relevant ANC website sections and any other copy or support needed for emails, the newsletter or the calendar.

Maintain up-to-date information as provided regarding all new and existing interest groups.

Work with members, the board, and committee chairs to help support the working portion of the ANC website and resolve any problems that may arise.

Serve as back-up to the email editor and the calendar chair.

If requested by the Board of Directors, help, find, and vet any communications-related consultants or contractors needed for training, website maintenance, and related support.

Work with the board on any budget or funds needed to support and maintain the website, emails, and the newsletter.

# Administrative Responsibilities for Website

At beginning of the board year:

1. Arrange for web access to board and committee members who need to maintain their specific areas.
2. Coordinate training for new board and committee members who will have access to ANC website functions.
3. Update forwarding email address (@austinnewcomers.com) for all board and interest group chairs. Communicate those email addresses to the appropriate people.
4. Confirm that addresses are functional and forward to appropriate contacts and post on the website for public contact at the beginning of the board year.
5. Create an ANC board officer page and standing committee page with photos of each member. Work with historian to obtain their pictures.
6. Create new interest group folders as needed, troubleshoot issues with interest groups as they arise, and delete disbanded interest group folders.

Throughout the year:

1. Work with the president and the calendar chair as needed to resolve website-related issues and questions concerning posted events.
2. Work with the treasurer to maintain Stripes account.
3. Work with the VP of Membership to maintain online membership forms.
4. Post club-related documents and information as needed.
5. Post the monthly Welcome Mat to the site and make sure email is sent to members notifying them that it has been posted.
6. Update monthly description under the news and events section of the website.
7. Respond to “request login and/or lost user name/password” messages from members.
8. Respond to requests for help with online issues from members and fellow board members.
9. Interface with web-related consultants and/or contractors to assure that any contracted services are completed for website training, maintenance, and/or updating.
10. Address web-related issues as they arise.

# Reminders

Expenses must be submitted and reimbursed by treasurer before the end of ANC’s fiscal year.

Board members are expected to attend monthly board meetings, usually on the first Wednesday morning of the month.

Board members are responsible for providing training and assistance to the person who will take over their position when the next board prepares to take office.