# Summary

**Communications Director**

 **Executive Board Position**

**Rev. October 2020**

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

# Position Requirements

* Strong computer skills
* **S**trong writing skills
* Willingness to learn and use ANC website technology including Word Press, Membershipworks, Mailchimp, GoDaddy, Zoom
* 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 support 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. **GoDaddy**: Hosts our email lists. Update GoDaddy forwarding email address (@austinnewcomers.com) for all board and interest group chairs so their personal emails are not on the website. Communicate those email addresses to the appropriate people. Confirm that addresses are functional and post on the website for public contact at the beginning of the board year. This only needs to be done once unless board positions change during the year for some reason.
2. **MembershipWorks**: Manages membership, dues payments, and events and includes links to WordPress and MailChimp. Arrange for web access to board and committee members who need to maintain their specific areas. Work with Interest Group Coordinator to create new interest group folders as needed, troubleshoot issues with interest groups as they arise, and delete disbanded interest group folders.
3. **WordPress**: Hosts content of ANC website. At the beginning of the board year, create an ANC board officer page and standing committee page on website with photos of each member. Work with historian to obtain their pictures. Upload monthly Welcome Mat and any other documents. Update other sections as needed. Work with MembershipWorks to maintain the links between MembershipWworks and WordPress.
4. **MailChimp**: Maintain and oversee account and support Bulletin editor. Send out occasional emails when needed.
5. **Zoom**: Oversee account and support president and interest group coordinator. Set up interest group Zoom meetings or work with Interest Group Coordinator to do this.
6. Coordinate training for new board and committee members who will have access to above functions.

Bills to watch for, and don’t forget to change the credit cards when they change due to board turnover, mostly every year.

1. We get a monthly invoice from MembershipWorks that includes MembershipWorks and WordPress. MailChimp is integrated with WordPress and automatically renews yearly on August 31.
2. GoDaddy autorenews full domain privacy and protection 2/1/2021 and Standard SSL 8/10/21. It hosts our domain and we have up to 100 emails, which are used as the emails that appear on the club website forwarded to the appropriate person.
3. Zoom will renew 10/1/21 and the board will need to decide whether or not to renew it. We saved 30% by paying for a yearly subscription 10/1/20-9/30/21.

Throughout the year:

1. Post the monthly Welcome Mat to the site and notify bulletin editor so she can send email to members notifying them that it has been posted.
2. Post club-related documents and information as needed.
3. Forward any invoices or billing related questions to treasurer.
4. Work with the president and the calendar chair as needed to resolve website-related issues and questions concerning posted events.
5. Work with the VP of Membership to maintain online membership forms and automated emails regarding dues.
6. Respond to “request login and/or lost username/password” messages from members.
7. Respond to requests for help with online issues from members and fellow board members.
8. Interface with web-related consultants and/or contractors to assure that any contracted services are completed for website training, maintenance, and/or updating.
9. 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.