

COMMUNICATIONS DIRECTOR

Summary:

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

Position Requirements:

- Strong computer skills
- Strong writing skills
- Willingness to learn and use ANC website technology including Word Press, Membershipworks, Mailchimp, GoDaddy, Google Meet
- Knowledge of Microsoft Publisher is helpful

Responsibilities:

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

Work with members, the Board, and committee chairs to provide new or revised content to support the working portion of the ANC website and resolve any problems that may arise.

Manage the on-line Welcome Mat postings and corrections if required.

Respond to member support emails as needed including login issues and membership issues as a backup to the VP-Membership Director.

Maintain up-to-date information on the website as provided by the Interest Group Director or Interest Group Chairs regarding all new and existing interest groups.

Serve as special backup for Bulletins, Welcome Mats and the Calendar Coordinator.

Automate the yearly Voting for the new board.

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.

Document the Communications Director Position in a file(s) and provide to the club President, should an unexpected need arise, another person can take over the position with minimal training.

Reminders:

All Board members:

- Must submit all expenses for reimbursement by the Treasurer before the end of ANC's fiscal year.
- Are expected to attend board meetings, usually on the first Wednesday morning of the month.
- Are expected to provide training for their positions when the incoming board takes office.
- Should respond ASAP to all inquiries from other members, potential members and Board members.
- Should periodically post information on the Club website and weekly newsletter pertinent to the position.