

Communications Committee Chair

Position Description

The Communications Committee Chair is the primary liaison between the Chapter and the Webmaster. Specific responsibilities include general oversight of the website, and adding, revising and deleting information and articles as necessary. This position also serves on projects related to online resources.

Essential Duties and Responsibilities

- Oversee Website host including ensuring adherence to work contract.
- Recruit and lead Communication Committee members to maintain communication resources and to identify other ways to effectively communicate with membership.
- Partner with Board members to identify, implement and maintain website content, features, and other technology that supports goals and improvement member services.
- Submit content additions, revisions and deletions on a timely basis to Website host.
- Oversee online Job Bank specifically receiving job postings and requesting timely removal of postings. Also team with Treasurer to invoice appropriate payment for services.
- Develop and recommend annual budget for technology function. Includes working with other Board members to determine additions and/or deletions to website pages, links, etc.
- Work with Treasurer to audit income/expenses monthly to ensure continuation of Chapter's financial soundness.
- Review Website host's contract annually and recommend renewal to Board.
- Partner with the Program Chair to publish event/meeting announcements on website.
- Serve on special projects to develop other online resources (e.g., Evite, Paypal, etc).

Qualifications

- National member of ASTD and a member in good standing of the Midlands ASTD Chapter.
- Able to serve in position for a term of one year with possibility of re-election for an additional term.
NOTE: President-Elect and Past President's positions are extended automatically in the event that the current serving President is re-elected for an additional term.
- Time available to attend Board meetings and Chapter meetings as specified in Bylaws. Includes time available to chair committee meetings, participate in preparation for special events, etc.
- Partner with and support corresponding Geographic Interest Group (GIG) position as applicable.
- Assist the Nominating Committee by recruiting members for Board positions. Recruitment suggestions may also extend to standing committees, and other ad hoc groups/committees. Train replacement to assume role.
- Ability to build, motivate, and lead a team of volunteers.
- Ability to plan, organize and evaluate activities required by position.
- Ability to complete projects and goals within established timeframes.
- Working knowledge of computers and software applicable to position (e.g., Word, Excel, PPT, email, etc). Some positions (e.g., Treasurer, Membership Chair) also require use of other specific software.