

## **Communications Secretary**

Last revised by the Board on March 1, 2010

### Legal qualification:

None, but this is intended to be a position held by a member of the Board

### Practical qualifications and competence:

Strong interpersonal skills and ability to communicate comfortably with general membership, staff, committees, and the public

Ability to communicate promptly and efficiently via email

Competency and interest in events planning

### Official duties:

1. Handle all member communications addressed to the Board, deciding whether they should be referred to the Board, to the staff, to committees, or to other officers
2. Help the board to establish a regular update bulletin to be sent to the membership by email and made available to members without email, taking primary responsibility for compiling this and sending it out
3. Help the board establish guidelines and best practices for communications with membership
4. Help the board establish guidelines and best practices for communications among members of the Board
5. Liaise with the Chronicle and Web Committees
6. Support the work of the Community Engagement Secretary
7. Provide written records of filing systems, calendars, and other material sufficient for the successor Secretary to assume the duties of the position