

NEW NEIGHBORS LEAGUE

Job Description

TITLE: COMMUNICATIONS CHAIRPERSON

Revised: February 2012

BASIC DUTIES:

Keep up-to-date records of all available E-mail addresses of current NNL Club members. Use the existing network to contact members when personal or rapid communication is needed. Send out the monthly coffee and luncheon information **one week** before the actual day of the event. In addition, you may be asked to send out special club activity announcements, visitation and funeral information about members or their immediate family when necessary, etc.

SUPPLIES:

Computer access
Job description information

ASSISTANCE RECEIVED:

Communications Committee, Website Coordinator and Data Base and Advisor

ASSISTANCE GIVEN:

Current NNL Members via E-mail communications.

FUNCTIONAL PERFORMANCE:

A. Duties

1. Keep up-to-date records of all available E-Mail addresses of current NNL Club members.
2. Use the existing network to contact members when personal or rapid communication is needed.
3. Send out the monthly coffee and luncheon information one week before the actual day of the event. If necessary, you may be asked to send out special information about upcoming club activities club socials or visitation and funeral information for members and their immediate family, etc.

B. Budget

1. (At this time there is no budget necessary for this job.) .

C. Organizational Relationships

1. Advisor

Is an ex-officio member of your committee and is apprised of all meetings, correspondence and concerns. Notify advisor when assistance is necessary.

2. Website Coordinator and Database

E. Board Responsibilities

1. Attend NNL Board meetings, monthly coffees and luncheons. (Notify your Advisor if you are unable to attend these events.)
2. Provide a total of three (3) covered dishes for the coffees. (If unable to attend, you may either send your dish with someone else or pay \$10 per dish so the coffee committee can find an “alternate provider” or purchase food items for the coffee. In addition, you are encouraged to also “Host” a coffee in your home if possible.
3. Donate one (1) door prize valued at \$20 for one of the luncheons.
4. Update job description using standard format at end of six-month term. Make one copy and highlight any changes.
5. At the end of your term of service, please plan to meet with your replacement at the board workshops to review the job descriptions. Please plan to mentor that person through their first month on the job.