

Director of Communications & Library Job Description

The Communications Director:

- Is responsible for coordinating the work of a **Communications Team**, which includes a **Webmaster**, a **Communications Group Manager**, a **Calendar Coordinator**, a **Newsletter Publisher**, a **Weekly Schedule Publisher**, and any other committee members which may be deemed necessary. A Director with adequate skills and the desire may wish to perform any of these functions him/herself in place of appointing a committee member, but the primary responsibility is for directing the efforts of the committee and ensuring that the work is done. Job descriptions for those committee members are:
 1. **Webmaster** -- The web master designs the web pages for the club, and updates the Activities page with photos and either personally perform or find someone to post the following items on the web site:
 - The monthly newsletter,
 - The monthly calendar (from the newsletter)
 - The monthly fishing report (from the newsletter)
 - The tentative calendar for the entire year, as developed by the Board in the spring of each year.
 4. **Communications Group Manager and Directory Publisher** – The Communications Group Manager is responsible for managing the Club’s Google Group, which is used to email the newsletter and other important information to Club members. He/she maintains the group list to ensure that it contains the emails of all Club members with emails, correct any emails that are bouncing, adding the emails of new people joining the Club, and annually removing the emails of people who have not been members for two years, as is done with the Club directory. Once a year, the Group Manager uses data from the database kept by the Club staff, in conjunction with the Club treasurer, to format and issue a Club directory containing the names and addresses of all people who are or have been Club members for the previous two seasons.
 5. **Calendar Person** -- The Calendar Person will compose and ensure the accuracy of each month’s calendar. Anyone wanting things on the calendar is responsible for contact the Calendar Person, who then places them on the calendar and emails them as jpegs to the Newsletter Publisher, the Weekly Schedule Publisher, and Communications Director.
 6. **Newsletter Publisher** -- The Newsletter Publisher is responsible for formatting the Club newsletter every month, November through April, with a special edition in August or September to prepare people for the beginning of the season. On or about the 20th of every month, reminding all Board members and other contributors to the newsletter that their articles should be given to the Newsletter Publisher by the 25th of the month. Then the Newsletter Publisher formats and edits articles submitted for the newsletter, sends a draft of the newsletter to all of the contributors for proofreading, then by the first of the month posts the newsletter to the Club Communications List of active members. In addition, the Newsletter Publisher works with the Office Manager to send out by snail mail the newsletter in August and January to members who do not have a workable email address.

7. **Weekly Schedule Publisher** -- Every week during the season, November through April, the Weekly Schedule Publisher will send a Weekly Activities Calendar on Sunday to the membership via the Communications List. This Weekly Activities Calendar will be drawn from the monthly calendar and will incorporate any additions, revisions, or deletions provided by the Board, the Club Office, or other persons responsible for activities.
- **Attending and advising at Board meetings**, reporting to the Board on the activities of the Communications Team, writing an article about the team activities for the newsletter, and troubleshooting when there are problems.
 - **Regularly reviewing** the overall content of the Website to make sure it is up to date, checking monthly and weekly Calendars to ensure their accuracy, reviewing the Newsletter to ensure it is being used to the best advantage, checking with the Librarian to see if she/he needs anything, reviewing Club brochures and information pieces for necessary updates and/or revisions, recommending other possible communication tools and products to meet Club needs, and generally providing oversight in all areas of responsibility.

Respectfully submitted by
Anne DeFrance
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