

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

COMMUNICATIONS SUB-COMMITTEE

1. The Communications Committee is comprised of the Communication Chairperson, Technology Manager, Website Manager and Public Relations Manager along with any additional support members needed.
2. Shall maintain NCSSWA membership and be an active member in good standing during term.
3. The Communications Committee members are appointed by the president and serve a two (2) year term.

Communications Committee Member:

TECHNOLOGY MANAGER Duties & Responsibilities

- A. Shall manage and maintain all various technology tools utilized by NCSSWA for data integration and communications management.
- B. Shall work to ensure all association processes are integrated.
- C. Shall train other board members as needed in the use of new technology tools and programs needed in their board positions.
- D. Shall regularly and routinely check NCSSWA email and respond appropriately.
- E. Shall maintain a record of position activities and dates to share with next term committee.
- F. Shall work closely with Communications Chair and Website Manager.
- G. Shall complete other duties that may be assigned by the President.
- H. Shall contribute to the Communications Committee end of year report.

Communications Committee Member:

WEBSITE MANAGER Duties & Responsibilities

- A. Shall develop and maintain content on the association website in an esthetically pleasing and informative manner.
- B. Shall work closely with Communications Chair, and Technology Manager for content on website.
- C. Shall regularly and routinely check NCSSWA email and respond appropriately.
- D. Shall maintain a record of position activities and dates to share with next term committee.
- E. Shall complete other duties that may be assigned by the President.
- F. Shall contribute to the Communications Committee end of year report.

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COMMUNICATIONS SUB-COMMITTEE continued

Communications Committee Member:

PUBLIC RELATIONS MANAGER Duties & Responsibilities

- A. Shall maintain a yearly list of dates and locations of relevant workshops and conferences within the state for possible NCSSWA vendor participation.
- B. Shall make recommendations to the Executive Committee of conference vendor costs or fees.
- C. Shall work with the six (6) Regional Chairpersons for communication and representation on behalf of the association and for NCSSWA coverage at selected venues.
- D. Shall regularly and routinely check NCSSWA email and respond appropriately.
- E. Shall maintain a record of position activities and dates to share with next term committee.
- F. Shall coordinate all public relations activities for the association.
- G. Shall cooperate with NCSSWA leaders in developing public relations programs.
- H. Shall order, purchase and sell public relations materials as appropriate.
- I. Shall submit articles and updates to NCSSWA newsletter.
- J. Shall complete other duties that may be assigned by the President.
- K. Shall contribute to the Communications Committee end of year report.
- L. Shall work closely with Communications Chair, Technology Manager and Website Manager.
- M. Shall work with the NCSSWA Lobbyist and the NCDPI State Consultant for School Social Work to ensure adherence to ethics.