

# **NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES**

## **COMMUNICATIONS CHAIRPERSON**

1. Communication Chairperson will serve a two (2) year term.
2. Communication Chairperson is appointed by the President.
3. The Communication Chairperson will hold one vote and one individual reimbursement on the Board.

## **DUTIES AND RESPONSIBILITIES**

- A. Shall maintain NCSSWA membership and be an active member in good standing during term.
- B. Shall serve on and attend Full Board Meetings.
- C. Shall submit Communication Committee Report at each Full Board meeting.
- D. Shall submit a budget request to the Executive Committee for any supplies needed.
- E. Shall complete other duties that may be assigned by the President.
- F. Shall submit to the Treasurer all expense reimbursement forms in accordance with the reimbursement procedures.
- G. Shall submit a Communications Committee end of year report.
- H. Shall regularly and routinely check NCSSWA email and respond appropriately.
- I. Shall maintain a record of position activities and dates to share with next term committee.
- J. Shall write copy, edit copy, and carry out all responsibilities connected with the production of a newsletter that represents and exemplifies the best of NCSSWA.
  - a. Shall be responsible for the content and layout of each newsletter.
  - b. Shall assign news/interest stories to members of the Executive Committee and others.
  - c. Shall solicit newsletter contributions from a broad spectrum of people interested in the SSW field.
  - d. Shall distribute the number of issues per year, the copy dates and issue dates in accordance with the Constitution and By-Laws.
  - e. Shall publish the newsletter electronically at least quarterly and make available to full membership.
- K. Shall assist in the production of the printed conference program when needed.
- L. Shall send emails to the entire association as directed by the President and according to the Constitution and By-Laws.
- M. Shall maintain all social media and corresponding account passwords of the association which includes but is not limited to Facebook, Twitter, and Pinterest accounts of the association.
- N. Shall work closely with Communications Committee.