



LEAGUE OF WOMEN VOTERS OF THE ANN ARBOR AREA DIRECTOR OF COMMUNICATIONS

Role: Facilitate communications among LWVAAA membership and communicate the League's mission and events to the general community.

GENERAL RESPONSIBILITIES

- Coordinate communications activities, delegating responsibility to specialists
- Recruit and train volunteers to perform LWVAAA communications functions
- Work with Board members and LWVAAA teams to publicize League activities.

MANAGE SPECIFIC COMMUNICATION FUNCTIONS

- Website – update using MyLO from LWV California.
- Newsletter – work with Newsletter Editor to publish via Constant Contact
- Emails – Edit or create messages for members or members & friends. Work with Constant Contact database manager
- Facebook – work with Content Manager
- Twitter – work with Content Manager
- Media outreach work with Public Relations manager
- G Suite - (used for email aliases, Drive) – serve as administrator
- Zoom – work with Zoom technical team to coordinate services and ensure we use best practices

ACCOUNT MONITORING:

- Website/MyLO - Ensure annual payment is made (usually Fall)
- Constant Contact/email - Monitor account balance; ensure pre-payment to obtain best rate.
- G Suite - monitor subscription payment
- Zoom - monitor subscription payment for zoom and cloud storage
- Domain name (GoDaddy). Manage renewal as needed. Two domain names.
- Annual password change for appropriate accounts

REPORTING

- Maintain minutes of communications committee meetings
- Provide a monthly report to LWVAAA Board of Directors
- Summarize communications activity for annual meeting booklet.
- Keep accurate financial records and receipts for Communications expenditures approved by LWVAAA Board.
- Prepare annual budget request and submit to Finance Committee
- Maintain current information files with examples of procedures and materials and passwords

Feb 5, 2021