

Duties and Responsibilities of the Communication Director

The communication director shall:

1. serve on the Executive Committee;
2. act as Public Relations Officer for the corporation and liaise with the media;
3. assume responsibility for newsletters, and news releases in collaboration with the president and the Activity Director;
4. assume responsibility for the publication of an annual activity calendar, in collaboration with the Activity Director;
5. assume responsibility for keeping billboards (advertising signs) up to date, posting signs on mailboxes and in stores, etc., and posting on Facebook or other public information-distribution media.
6. prepare a report for the annual meeting: a preliminary presentation of this report will be made to the Board at its regular August meeting.