

## **Duties of the Communications Chair Friends of the Chelsea District Library**

This individual is a member of the Friends of the Chelsea District Library (FCDL) Board of Trustees. The Communications Chair's duties will take approximately 2 – 4 hours per month to complete. This position reports directly to the Board President.

Duties include, but are not limited to:

1. Attend all board meetings, the annual meeting, and Friends' sponsored events when possible.
2. Maintain the email account for the Friends by checking the inbox weekly, responding to emails, forwarding emails when appropriate, and deleting emails as needed. The Communications Chair will work with the Membership Chair in maintaining the email contact list.
3. Update the Friends' website as needed. Each month the approved Minutes from the previous board meeting will be sent to the Communications Chair from the Secretary. These Minutes will then be posted by the Communications Chair. Additionally, the date and time for the next Board Meeting will be posted on the website. Working with the library's IT personnel, additional updates will be made to the website as needed.
4. Communicate with interested members of the public through social media, such as Facebook.
5. Communicate with local news organizations about upcoming Friends' sponsored events.
6. Send Thank You notes and other correspondence on behalf of the board as requested.
7. Perform other duties as assigned by the Board of Trustees.

Reviewed: August 27, 2019

Revised: August 28, 2019

Approved: September 9, 2019