

Board of Director Functions ASTD/Rock Valley Chapter

NEWSLETTER DIRECTOR

PURPOSE: To Collect, Organize and Distribute Chapter Information.

REPORTS TO: President

INTERACTS WITH: President, Membership, Web Administrator, and Programs

TERM: One Year - August 1 to August 1

SUPERVISES: Support managers and committee chairs as required by the position

RESPONSIBILITIES:

1. Collect, format and distribute Chapter and member information.
2. Collect and include information from allied associations.
3. Inform Membership Director of returned mail.
4. Send electronic copy to Web Administrator for web placement.

QUALIFICATIONS:

1. Time available to attend Board meetings, Chapter meetings and other functions as required by the position.
2. Familiarity with database functions and access to a computer that can maintain database functions for mailing labels.
3. Familiarity with computer applications for newsletter layout and access to a computer than can run those applications.
4. Ability to positively represent the Chapter to prospective and present members.
5. Access to an email account that can be used for Chapter discussions and distribution of updates.