

## **Communications Chair (Appointed)**

**Term:** One year

**Time Required:** 5-10 hours per month

**Overall Responsibility:** Oversee and coordinate the communications functions of the Branch to ensure that all communications are consistent in tone, accuracy, and content, and inform and engage members and the public about AAUW Ashland's mission and programs

### **Responsibilities:**

- Oversee and coordinate production and distribution of the Branch newsletter, the *Ashland Vision*, 8 times per year
- Oversee and coordinate the Branch's website
- Oversee and coordinate the Branch's social media presence (i.e., Facebook, etc.)
- Review all Branch all member emails as requested by the Co-Presidents
- Oversee Branch publicity to ensure consistency of message and compliance with National brand guidelines
- Consult as requested on Branch communications to assure quality and consistency of message
- Serve on Board

### **Qualifications:**

- Working knowledge of Microsoft Word, Wordpress, Facebook.
- Excellent writing, grammar, and editing skills
- Ability to work with a team