



Brockville Women's Network  
"Women Supporting Women"  
P.O. Box 294, Brockville, ON K6V 5V5

## **The Role of Communications Chair**

*Term: Minimum of 1 Year*

The Communications Chair will be responsible for developing and publishing a monthly Brockville Women's Network Newsletter for the General Membership. The BWN Newsletter should be distributed approximately two weeks prior to the next General Meeting. With the assistance of the Programme Chair, the Communications Chair will also develop and distribute news releases announcing the monthly programmes to the local media approximately two weeks prior to each General Meeting. Any additional media communication will be developed with approval of the Executive prior to publication. The webmaster for the BWN website (<http://brockvillewomensnetwork.com>) reports to the Communications Chair, who supervises its content. The Communications Chair will be the keeper of an archive of newsletters in a binder for historical and future reference.

### *Specific Duties*

- Make a serious commitment to attend Executive Meetings and General Membership Meetings to ensure an active, positive presence for BWN.
- Stay informed about committee matters, prepare well for meetings, and provide reports.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Get to know other committee members and build a co-operative working relationship with them.
- At General Meetings, meet and greet the Guest Speaker and other guests, and make every effort to network with our membership.
- Actively participate in and support the yearly Christmas Auction (or similar Scholarship fundraiser), and encourage such support from our membership to ensure the fundraiser's success. Also support personally, as well as encourage the membership as a whole to support, the community project(s) as selected by the Executive for that year.
- In partnership with the Programme Chair, prepare a biography of the Guest Speaker or a description of the Programme for our monthly newsletter, website and media coverage.
- In partnership with the Programme Chair and the Scholarship Chair, work to ensure that sufficient exposure is given to Programmes and Scholarship fundraising events, such as the yearly Christmas Auction, to promote full participation from members and guests.
- Maintain a binder of newsletters. Once a binder is filled, ensure that it goes to the BWN Storage Unit for safekeeping. Forward current binder to the incoming Communications Chair as your term expires.
- During General Meetings, collect information regarding: Programme topics, door prize donors, President's announcements, etc., to be potentially incorporated into the next BWN Newsletter.
- Ensure that any special notes or additions are inserted in the newsletter as requested by the Executive and other committees, including New Member Updates for members who have joined since the Annual Membership and Business Directory was published.
- Ensure that photos are taken of the new Executive at or prior to the September meeting. Also submit the photo with a short writeup to the local newspapers.
- Arrange for photos to be taken of all new members for the Annual Membership and Business Directory.
- Ensure that a photo is taken of the Annual Achievement Award winner at the AGM and submitted with a short writeup to the local newspapers.
- Forward to the Treasurer all receipts for supplies, postage, printing, etc., for reimbursement.
- The necessity of forming a Communications Committee will be at the discretion of the Communications Chair and the Executive of the given year.