

POSITION: Communications & Public Relations Committee Chairperson

DATE: September 2024

QUALIFICATIONS:

- Have a comprehensive knowledge of GHWC activities and its impact to the community
- Must be a member for at least one year in the Grand Haven Woman's Club and in good standing
- Highly organized with good writing and communication skills
- Knowledge of computer skills, internet navigation and networking skills

RESPONSIBILITIES:

- Enhance the visibility, help with branding, and assist with fundraising outreach.
- Coordinate messaging (communications) sent to the Grand Haven community via the Amenities Office
- Promote and highlight GHWC contributions and activities via print, radio, social media... in the Palm Coast community.
- Enhance an awareness of GHWC brand through its activities and contributions to the Palm Coast community and Flagler County.
- Track activities and associated hours and report them monthly
- Collect and report volunteer hours and donations of the committee when applicable
- Write article for the monthly newsletter when applicable
- Provide information to compile the annual Yearbook
- Serve on ad hoc committees when applicable

DETAILS:

- Develop/manage strategic communications (internal/external GHWC communications).
- Coordinate all email communications sent to the community (Grand Haven, Palm Coast, and Flagler County) in consultation with the President.
- Collaborate with CPS chairs on all announcements and press releases.

Grand Haven Woman's Club – Job Description

- Collaborate with the Information Management chair on Facebook and website updates
- Collaborate with the Photographer regarding photos for external communications.

TERMS AND VOTING PRIVILEGES:

- This position is appointed by the President
- This position is a two-year commitment
- This position has voting rights at monthly Board meetings
- Attendance at Board meetings is necessary to ensure quorum