POSITION: Communication & Public Relations Committee Chairperson   **DATE:** June 2023

QUALIFICATIONS:
- Qualifications specific to the position such as:
  - IT experience (working knowledge of MS word, excel, PowerPoint, etc.)
  - website maintenance (using Wix platform preferred)
  - owns a computer (desktop or laptop)
  - knowledge of internet navigation and communication skills
- Background/Past Experience needed such as: Computer skills, Networking skills

RESPONSIBILITIES:
- Website – maintain the GHWC website and ensure that all information is current
  - Coordinate with the President, Board, CSPs and Special Committees to ensure that information is correct and it is updated in a timely manner (i.e. Calendar, Events, Newsletter, Members, Photos, etc.)
  - Create Forms using the 123FormBuilder app
  - Extract volunteer information as needed and create pie charts of volunteer information (hours & donations) and upload to the website
  - Budget costs for website related applications and ensure payments and upgrades are justified and completed as needed
- Reporting – coordinate the collection, preparation and reporting of information
- Facebook – ensure appropriate postings to the GHWC Facebook page
- Photographer – take photos at meetings and events
- Other - maintain or provide support as needed
  - Maintain files, user access and budget costs for Dropbox
  - Maintain generic Gmail accounts used by the Board, CSPs, Special Committees, etc.
  - Schedule ZOOM meetings as needed and maintain application/account
  - TechSoup – maintain account and upgrade as needed
  - Maintain inventory file of software and hardware

DETAILS:
- Maintains the website and keeps up to date information on the site and in Dropbox
- Writes media for Facebook page
- Completes and submits reports as needed

TERMS AND VOTING PRIVLEGES:
- This position is a Standing Committee appointed by the President
- This position does not have term limits
- This position has voting rights on the Board and attendance is necessary to ensure quorum