



# Communications Coordinator Job Description

## Board of Director Responsibilities

### All Board Members

1. It is a general responsibility that the Board of Directors follow all guidelines and procedures of the Association and that each individual board member meets all responsibilities as outlined in the responsibilities listed below.
2. It is expected that board members respond in a timely manner to communications involving Association business.
3. Failure to follow guidelines and procedures of the Association or failure to meet minimum job responsibilities is grounds for removal from the board, as outlined in the Bylaws of the Association.
4. Actively participates in the planning, implementation, and evaluation of the Annual Conference.
  - a. Presents breakout session, as needed.
  - b. Participates in the set-up logistics, decorations, and/or other Annual Conference specific committees, as needed.
  - c. Volunteers for duties at the Annual Conference as needed to fill in the Responsibility Matrix.
  - d. Solicits donations for delegate giveaways and prizes.
  - e. Assists in the recruitment of Presenters.
  - f. Assists in the recruitment of Partners.

### Communication Coordinator

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Works with the President in the preparation of Association mailings.
  - a. Prepares and coordinates the mailing of a conference advertisement to all secondary schools in the fall and winter of each year.
3. Actively participates in the planning, implementation and evaluation of the Annual Conference.
  - a. Assist the Past President in the election process and tabulation of votes.
  - b. Works with the President and President-Elect in the development of the conference evaluation.
    - i. Creates and electronically distributes the evaluation to all delegates.
    - ii. Collates the evaluation results and forwards to the President in a timely manner.
4. Works with the Technology Coordinator to enhance the Association social media presence.
  - a. At a minimum, a newsletter shall be created and made available to members quarterly, unless specified otherwise by the Board of Directors.
  - b. Creates, develops, or acquires new content to be added to the Association website at least on a quarterly basis. May be in place of a newsletter.
5. May seek opportunities to join other committees within the structure of the Association Bylaws.