

Newsletter Committee Chair Position Description

Reports To: SCRID PRESIDENT
Status: Volunteer

POSITION PURPOSE

To promote SCRID events using SCRID membership email, distributes SCRID event and activity news to SCRID members and supporters

Must be a current SCRID member in good standing.

PRINCIPAL RESPONSIBILITIES

- Create a quarterly electronic newsletter using SCRID membership database and email system
- Collaborate with SCRID leadership to collect reports and event information for publication in the newsletter
- Check SCRID email a minimum of one time per week
- Submit a monthly report, to include updates on the number and frequency of SCRID event promotions and connections in social media accounts
- Submit an annual report for the annual membership meeting
- Attend 75% of all board meetings
- Oversee the fiscal year budget for the Newsletter Committee
- Average time commitment: 5 hours/month

TRAINING, EXPERIENCE, ABILITIES

- Experience (or motivation to learn) the SCRID web-based member email system;
- Desktop publishing
- Good written, verbal & ASL/PSE communication skills;
- Sensitive to members needs;
- Public speaking skills;

REQUIRED QUALIFICATIONS:

- SCRID voting member in good standing
- Ability to use web-based email and other online resources, internet access
- Good written, verbal & ASL/PSE communication skills
- Sensitive to member needs
- Public speaking skills

ABILIBLTY TO:

- Interface in a mutually cooperative way with SCRID members, Board and volunteers
- Work as part of a team with others