

IYANW

Communications Chair

Job Description

Attend scheduled meetings.

Design and manage the layout of newsletters for the membership based on the agreed release dates.

Manage uploading newsletter pdfs to the website for digital archiving.

Design website for the regional membership.

Manage the website and keep the content up to date.

Reach out to the database of members with email blasts periodically and students who sign-up in various studios to be sent email.

Design and host email files.

Develop flyers, applications forms and other promotional collateral.

Propose ideas to the Board for additional ways to reach the membership.

Prepare and present reports to IYANW Board.

Other duties as assigned by the President or agreed upon by the board.

Last updated October 2006