

## DUTIES OF COMMUNICATIONS CHAIRPERSON / WEBMASTER

1. Attend General, Executive and AGM Meetings. Report at monthly Executive Meetings.
2. Attend and chair occasional Communications Committee meetings.
3. Maintain the club website using the club's membership management software.
  - Pay annual subscription in November each year.
  - Renew secure certificate (SSL) registered in January each year and co-ordinate install of updated certificate with the club's membership management software.
  - Manage access to the website and provide training for up to 10 authorized users for editing, membership management, event management, sending out email notices, uploading documents etc.
  - Update executive positions annually, and set up access to restricted areas for executive and program committee members.
  - Draft and send out email notices including monthly meeting announcements, open garden announcements and other information as needed.
  - Manage membership renewal email notices and set timing for their delivery with the Membership Secretary.
  - Add and edit content on the website as needed.
  - Add SSGC program information and local events to the website.
  - Convert minutes and financial statements to PDF and upload these monthly along with other documents as needed.
  - Manage documents and images file folders including renaming files for consistency.
  - Write up procedures for various website editing functions.
4. Monitor club email – [southsurreygardenclub@gmail.com](mailto:southsurreygardenclub@gmail.com) and answer or forward enquiries.
5. Assist with drafting club posters, flyers, presentations, surveys etc.
6. Manage web based Library catalog along with Library Chairperson.
7. Advise on social media presence as needed.

Revised February 2018