

## Communications Chair: position duties Specific to Upper Room SVEC 2019

The Communications Chair is a member of the Board of Directors. In addition to general Board participation for Emmaus policy, this individual recruits, mobilizes, and oversees a committee to facilitate communications for the community. The Chair will need to be sure committee members regularly receive the information they need to process.

The Committee and roles consist of the Following:

### **Community Web Master** (not a Board position)

Maintains currency for web pages, forms, links and files for down loading.

Ensure that at least one other Board Member has all the access information and access codes for the website.

ShenandoahValleyEmmaus.org or ShenandoahValleyEmmaus.weebly.com

### **Facebook Coordinator** (not a Board position)

Responsible for accepting friend requests. (Part of the responsibility is to ensure the person requesting access has been on the Walk to Emmaus.)

Update the page with all upcoming SVEC events. Try to maintain at least three months of events in the calendar.

Post any SVEC news, photos, status, or prayer requests.

Ensure at least one other Board Member has all access information and codes.

### **E Blast Coordinator** (not a Board position)

Using contact information from the Database, send out eBlasts strategically to inform and recruit the community.

- collect articles and other input / requests from various Board members
- publish emails prior to every Gathering, Walk or other event. It is good to have a follow-up shortly after and then enticements to participate one and two weeks before.
- maintain currency of email contact lists and provide updates to database as needed

### **Technology Resource Person** (not a Board position)

Service and maintain the Community' 3 computers and projectors.

- Collect after each walk for updates and needed maintenance
- Deliver to Team Selection Chair for assignment to teams. (The Community Music Director holds the community equipment set.)

### **Data Base Coordinator** (not a Board position)

Maintain and operate the community database

- updates of personal information
- encourage community to keep their personal information up to date
- provide digital links for those needing data that can manage the process
- provide print outs of pertinent data for those needing it.

The present system has auto submission for online team and pilgrim registrations. Paper applications will need to be keyed into the database.