COMMUNICATIONS CO-DIRECTOR
Rev. March 2019

Term: 2 Years (Alternating term expiration between two Communications Co-Directors)

Pre-requisites: Computer skills (sufficient to support assigned committees), email access, general knowledge of most areas of responsibility.

Inventory: By-laws and operating procedures, job descriptions of chairs/committees under Co-Directors’ responsibilities.

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES:

- Must be a MQ Member in good standing.
- Receive files from outgoing Director at September Board meeting.
- One or both Co-Directors should attend all MQ Board meetings. If unable to attend, advise President and report as necessary.
- One or both Co-Directors should attend one of the MQ regular monthly meetings whenever possible. If unable to attend, delegate responsibilities to alternate as necessary.
- Maintain email or phone communications with Co-Director to make voting / planning decisions (Communication Co-Directors share one vote on the board)
- Work with Volunteer Coordinator to obtain volunteers to fill committees assigned to this directorship:
  - Newsletter / Photography
  - State Fair Booth
  - MQ Website Coordinator
  - Public Relations/Media/Marketing
  - Electronic Communications
  - CVent Coordinator
  - Textile Center Liaison
- Work with Operations Directors to secure required IT support (workstations, printers, Wifi, etc.).
- Prepare and maintain the written Social Media policy with board approval.
- Work with the State Fair to coordinate ribbons and prize money awards.
- Prepare job descriptions for, oversee, and coordinate the activities of the committees assigned.
- Coordinate, collect and monitor the budgets of the committees assigned.
- Prepare annual position budget, including committee budgets (even if a committee budget is $0), for the following year and present at July Board meeting.
- Outgoing Co-Director should prepare and submit a brief year-end position report and present it at September Board meeting. This report will be used for the Annual Report published in January of the following year.
- Review and update job description annually (at September Turnover meeting) and give to Past President.