

# Communications Director/Secretary | MMANC

## Board Position Description

### **TITLE:**

Communications Director/Secretary

### **TERM:**

As with all Board positions, this position begins annually on January 1 after elections are conducted.

The position serves a one (1) year term.

### **DUTIES:**

- The Communications Director/Secretary has custody of the organization's Bylaws, records and documents including agendas and minutes of all meetings;
- Maintains and tracks the roster of the Board of Directors and all committees;
- Authors the Executive Committee and Board of Directors' agendas and minutes and uploads approved agendas and minutes to the website;
- Manages all records management efforts including the website, permanent records and Basecamp cloud-based project and records management tool;
- Attends official meetings of the organization including the monthly full Board and monthly Executive Committee Meetings via videoconference (each meeting is one hour, plus preparation time), and the Annual Conference (3 days);
- Maintains the organization's Style Guide and Logo Use guidelines;
- Works with Region Co-Chairs to ensure consistency and corporate partner recognition on all flyers;
- Certifies elections, including Bylaws amendments;
- Chairs the Communications Committee and directs communication activities of the organization; and
- Oversees and works with lead volunteers where appropriate on all communications efforts including website management, media relations, Listserv, Job Board, Municipal Magazine, e-mail blasts and print promotions.

### **OVERSIGHT:**

The Communications Director/Secretary serves as a member of the Executive Committee which consists of the President, Vice President, Finance Director/Treasurer, Communications Director/Secretary, Membership Director, Program Director and Immediate Past President.

### **QUALIFICATIONS:**

Must be a current member in good standing.

Experience in communications, public relations, marketing and/or city clerk is recommended but not required. Past Communications Director/Secretary have had experience as management analysts, public information officers and other roles.

The Communications Director/Secretary role is typically held by an individual who has had prior experience serving on the MMANC Board of Directors as a Region Co-Chair.

**ADDITIONAL CONSIDERATIONS:**

The time commitment for this volunteer position is at minimum three (3) hours per week, in addition to meetings during the work week as specified in the Duties section listed above.

Incumbents in this position is typical training ground for those interested in serving in future years as Membership Director or Finance Director/Treasurer, followed by Program Director, Vice President, President and Immediate Past President.