



Job Description – Website Committee Communications Rep

Reporting to: Website Committee Chairperson
Working with: Website Committee Newsletter/Flyer Rep, Website Committee
Legislation Rep, Website Committee Industry Rep
Term: January – December 2008

Job Function:

The main job function of the Website Committee Communications Rep is to maintain chapter distribution list and ensure submitted content is delivered to membership. Also, the Communications Rep is responsible for receiving and replying to all RSVPs for chapter events.

Job Responsibilities:

- Attend meetings with Website Committee
- Responsibility for all e-mails and communications to chapter membership
- Establish RSVP lists for all chapter venues
- Maintain and protect integrity of Toronto Chapter mailing list
- Ensure that mailing list is not re-distributed to a third-party or used in an improper manner within the laws of PIPEDA
- Update mailing list to reflect changes submitted by Membership Chairperson
- Receive newsletters and flyers from Website Committee Newsletter/Flyer Rep for distribution
- Ensure proper spelling, punctuation and professionalism of all material before it is distributed to mailing list
- Ensure chapter mailings do not become overly frequent or bothersome to membership
- Act as the main RSVP contact for all chapter events
- Return courteous replies to all RSVP requests
- Direct any questions or chapter inquiries to the proper representative within the chapter organization
- Report any financial requests to the Committee Chair for approval
- Submit approved financial records to the Committee Chair for processing

Created: December 2007

Revised: