

#### Duties of the Communications Director:

- First and foremost, communicate with the board and the club members.
- Send updates and reminders to members of all club sanctioned events (and from time to time, some that are not club sanctioned, but seem like fun!)
- Forward information that may have been received incorrectly, to the correct recipient.
- Meet and greet potential new members at club nights
- Maintain the club database (Access) with current members, updating and aging the membership from year to year as new people join and old members choose not to join.
- Update birthdays and new members for monthly newsletter
- Liaise with the Newsletter Director, the Treasurer and Secretary as information arises and requires resolution.
- Attends monthly meeting of the Board of Directors.
- Compile attendee lists including e-mail addresses and phone numbers for the various club functions as warranted by the facilitators.
- Answer e-mails and questions which are fielded by interested parties.