

HPCL Communication Director Duties

- Is responsible for the publication of the newsletter and participates in collecting articles for the newsletter;
- Oversees the delivery of the newsletter;
- Is responsible for the maintenance of the League website;
- Arranges for publicity for league events;
- Prepares an annual budget for publicity and submits it to the Treasurer;
- Reviews and prepares policy and procedures with respect to publicity;
- Works with the Social media volunteer to engage members, promote the league and inform membership on current league programs, events and issues; and
- Reports monthly to the Board of Directors.

Helpful skills:

- Familiarity with WordPress and MailChimp
- Good communication skills
- Familiarity with Facebook and managing a Facebook page