

PUBLICITY:

1. Shall attend all Governing Board Meetings, Executive Board Meetings, General Membership Meetings and NCSC functions;
2. Shall be a voting member of the Governing Board;
3. Shall assume any duties deemed necessary by the President;
4. Shall maintain a position profile within VMIS and record monthly volunteer hours;
5. Shall maintain NCSC emails that are provided for this role;
6. Shall maintain and update board notebook to include:
  - a. Complete job descriptions to reflect the overall responsibilities of the position and compliance with the notebook SOP.
  - b. Present updated notebook to the Parliamentarian at the April Governing Board Meeting for review
  - c. Notebooks and all job materials shall be given to successors at the joint Governing Board Meeting in May.
7. Shall prepare a proposed annual budget for their role, in consultation with the Treasurer, and submit the budget prior to the Budget Committee Meeting
8. Shall maintain a detailed monthly record of all income and expenses related to their position;
9. Shall report a detailed monthly record of all income and expenses related to their position at each Governing Board Meeting;
10. Shall not go into a binding contract for the North Country Spouses Club;
11. Must be familiar with website maintenance and fluent in appropriate computer programs necessary to job performance;
12. Shall have the responsibility for all publicity for the organization to include press releases, newspapers, posters, signs, banners, and social media based on approval from the President;
13. Shall create a monthly newsletter highlighting all aspects of the club such as a note from the President, upcoming fundraisers and events, sub-club announcements, volunteer recognition, etc.;
14. Shall create and maintain NCSC branding via website updates, logos, online presence, digital graphics, printed materials, and physical merchandise;
15. Shall be an administrator with the President and Secretary on all Social Media; (i.e.: Facebook, Website, and e-mails)