

PUBLICITY:

1. Shall be familiar with website maintenance and fluent in appropriate computer programs necessary to job performance;
2. Shall have the responsibility for all publicity for organization to include newspapers, posters, signs, banners and social media based on approval from the President;
3. Shall edit and post the NCSC website a monthly e-newsletter. Shall send said newsletter to membership via email after approval of the President;
4. There will be no e-newsletter in July.
5. The December and January e-newsletters will be combined into one e-newsletter.
6. Shall edit and post to the NCSC website any special e-newsletters deemed necessary by the President;
7. Shall update the subscriber list with new member information from the Membership Chair before posting all e-newsletters;
8. Shall maintain with the Recording Secretary and Corresponding Secretary all social media (i.e.: Facebook, Website, and emails)

All committee chairpersons shall attend Governing Board meetings, General Membership Meetings, and NCSC functions. All committee chairpersons shall be a voting member of the Governing Board (in the event a position is co-chaired, they shall only have one vote). All committee chairpersons shall assume any duties deemed necessary by the President. All committee chairpersons shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting. All committee chairpersons, with the Presidents approval can appoint co-chair(s) to assist with duties as needed. The committee chair holder will have only one vote at board meetings. All committee chairs shall maintain and update Board Notebooks to include:

1. Shall have a complete job description to reflect the overall responsibilities of the position and compliance with the notebook SOP;
2. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
3. Notebooks and all job related material are to be given to successors at the joint Governing Board meeting in May;
4. Shall maintain NCSC emails that are provided for each Committee;
5. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
6. Shall not go into a binding contract for the North Country Spouses' Club.