

Website / Communication Director Responsibilities:

1. Serve as Chair of the Website Committee.
2. Serve as advisor to the Board of Directors for managing the content and updates and checking for accurate information.
3. Coordinate with Web Design Company to maintain and oversee updates on a weekly basis based on recommendations and needs.
4. Contribute expertise and create user-friendly content.
5. Monitor website activity and report to board.
6. Increase visibility for our website by establishing links from other sites to ours.
7. Promote and solicit advertising on the website to increase revenue.
8. Monitor/update Facebook page and report to board.