

## DIRECTOR OF COMMUNICATIONS

### Overall

- Communicate with SP membership via the SP gmail account on Google Drive
- Prepare news releases when appropriate
- Oversee the SP website at sequimpicklers.net
- Prepare a monthly newsletter

### Specifically

- Send announcements and events to membership as appropriate, including minutes of Board meetings, and other information as provided by Board members.
- Contact the local newspapers, radio stations and the Chamber of Commerce to announce special events, fund raisers or milestones.
- Oversee content on the SP website, always striving for timeliness and quality presentation.
- Publish a monthly newsletter to update membership on club business and activities.

### Specific Duties as follows:

- **E-MAIL:** Keep membership apprised of all important events, meetings, and business, and send out announcements as requested by Board members or committees.
- **NEWSPAPERS, RADIO, CHAMBER:** Keep the community informed of special events and milestones as related to the SP, currently including court construction.
- **WEBSITE:** Edit and approve all documents for content before forwarding to Webmaster for placement on website. Strive to keep the website current, uncluttered, relevant, and content intuitively located, frequently providing links to additional information.
- **NEWSLETTER:** Send out a notice three to five days prior to publication date, asking the President, Treasurer, Director of Court Operations, Membership Chair, and the PCOC for newsletter content. Edit all documents for grammar, punctuation and content. Prepare TIDBITS of information from these articles plus other information garnered from membership. On or about the first day of every month, publish the newsletter by submitting the content to the Webmaster. Once website content is approved, send a link to membership for the newsletter and past month's financial documents, if available. (Otherwise a financial link is sent when those documents become available.)
- **CLUB-RELATED INFORMATION:** Only information specifically related to pickleball shall be distributed to membership, unless otherwise deemed appropriate by a majority vote of the Board of Directors.

### Qualities

- Computer skills, including word processing, spreadsheet and Google Drive.
- Good administration skills, as well as grammar and punctuation skills.
- Excellent organizational skills.
- Enthusiastic with a good knowledge of the club and people within it.
- Ability to communicate clearly, both verbally and written, and work well with others.