

MIDWEST REGIONAL BOARD OF DIRECTORS CALENDAR OF DUTIES

~~Position on Board: Director of Communications~~

~~Date: 2003-2004~~

- Position Overview:** The major duties of this position are to:
- 1) edit, produce, and deliver the MWR newsletter;
 - 2) take and prepare minutes of MWR Board meetings;
 - 3) prepare the MWR business report and the awards brochure for the annual meeting;
 - 4) maintain files and records of historical interest to the MWR;
 - 5) assist with publicity for the annual conference, including taking pictures during the event;
 - 6) perform other duties as assigned by Chair or Chair-Elect.

Please indicate the duties of this position each month of the term. Attach sample correspondence, forms, checklists, contracts, etc. Prioritize within month if necessary.

July	Must Be Completed By:
Update calendar of duties for the coming year and send to Chair	1 st week in July
Update board member and chapter leadership roster, annual award recipients, conference wrap-up information, etc., and send to webmaster for updating the website	Mid-July

August	Must Be Completed By:
Notify officers and chapter chairs of newsletter article deadline (first notice)	2 nd week of August

September	Must Be Completed By:
Remind officers and chapter chairs of newsletter article deadline (second notice)	1st week of September
Write newsletter articles	Throughout the month
Attend MWR Board Meeting and take minutes	As scheduled
Distribute minutes from May board meeting for approval. Once approved maintain copy of minutes and board agenda for the archives. Send electronic copy to the webmaster to post on website.,	At board meeting
Take photos at the board meeting for the website such as current board members, planning committee, conference site human interest shots	At board meeting
Prepare minutes from the board meeting and send (electronically) to MWR board members for review and comment	End of September
Submit personal expense report to the treasurer for reimbursement	One week after board meeting

October	Must Be Completed By:
Send electronic copy of newsletter to webmaster to post on the MWR website and maintain a hard copy for the archives	1 st week in October
Send electronic copy of newsletter to chapter liaison to distribute to state chapters	1 st week in October
Receive additions/corrections to the September board meeting minutes and make necessary revisions	As received from board members

November	Must Be Completed By:
Forward official copy of the bylaws to Past-Chair for review and possible changes	November 30
Assist with preparation of promotional materials for regional conference	As requested by Chair or Chair-Elect

December	Must Be Completed By:
Notify officers and chapter chairs of newsletter article deadline (first notice)	2 nd week of December
Prepare copy for the postcard mailing and other promotional materials	As requested by Chair or Chair-Elect

January	Must Be Completed By:
Remind officers and chapters of newsletter article deadline (second notice)	1 st week of January
Write/edit newsletter articles	January 30
Attend MWR board meeting and take minutes	As scheduled
Distribute minutes from September board meeting for approval. Once approved, maintain copy of minutes and board agenda for the archives. Send electronic copy to the webmaster for posting on website	At the Board Meeting
Maintain copy of Board agenda and approved minutes for the archives; Transcribe minutes and distribute draft to MWR Board for review	ASAP after Board Meeting
Take photos at the board meeting for the website if needed	At board meeting
Prepare minutes from the January board meeting and send to MWR board members for review and comment	January 30
Submit personal expense report to the treasurer for reimbursement	One week after board meeting
Assist with preparation of promotional materials for regional conference	As requested by Chair or Chair-Elect

February	Must Be Completed By:
Send electronic copy of newsletter to webmaster for posting on the MWR website and maintain a hard copy for the archive	1 st week in February

Send electronic copy of newsletter to chapter liaison to distribute to state chapters	1 st week in February
Receive additions/corrections to the January board meeting minutes and make necessary corrections	As received from board members

March	Must Be Completed By:
Post conference information to CUPA-HR compsig	Periodically

April	Must Be Completed By:
Notify officers and chapter chairs of newsletter article deadline (first notice)	2 nd week in April
Send reminder to board members regarding submitting their reports for the business report	1 st week in April
Edit and layout business report. Photocopy for conference attendees.	Thursday before conference
Attend MWR annual conference	As scheduled
Participate in related conference activities—meet and greet exhibitors and sponsors, greet newcomers, take photos, introduce speakers, place materials at tables for business lunch.	During MWR conference
Maintain a copy of the conference program, conference participant list, and business report for the archives	May 30

May	Must Be Completed By:
Remind officers and chapter chairs of newsletter article deadline (second notice)	1 st week in May
Write/edit newsletter articles	May 30
Submit personal expense report to the treasurer for reimbursement	One week after board meeting
Prepare minutes from the board meeting and send to MWR board members for review and comment	May 30

June	Must Be Completed By:
Send electronic copy of newsletter to webmaster for posting on the MWR website and maintain a hard copy for the archives	1 st week in June
Send electronic copy of newsletter to chapter liaison to distribute to state chapters	1 st week in June

NOTES
Newsletters should be mailed to all regional members, everyone on the National Board of Directors and the Executive Director.

Copy Chair on all correspondence