

Position Description

MADHVS/Communication Chair

Shall foster communication among members of MADHVS with the goal of assisting all members in sharing information among one another for the better performance of their jobs.

Shall work closely with the Membership Chair to make sure that membership has up-to-date contact information for all members, old and new.

Shall maintain an up-to-date e-mail distribution list of all MADHVS members and keep membership abreast of any changes.

Shall assist members to initiate surveys, communicate messages, and relay questions that they are unable to initiate themselves.

Shall assist members in answering questions that they might have about initiating and maintaining an up-to-date e-mail distribution list.

Shall oversee the MADHVS website, keeping all information up-to-date, encouraging members to submit news about themselves or their volunteer programs, reminding Education chair and Area chairs to send meeting updates, receiving membership updates from Membership chair, initiating new dimensions to the website, and sending all changes to Central Mass Web Design for posting.

May, at the direction of the Board or President, explore and implement other communication efforts, such as newsletter, written surveys, website initiatives, linkage with ASDVS, NEADHVS, and other volunteer organizations.

12/23/03

Revised: 6/14/07