



Communication Committee Chair

Purpose:

- The Communication Committee Chair is charged to oversee and manage communications between the leadership of the MSTUG board and associated committees to the MSTUG membership by use of published, broadcasted, or digital media. The Communication Committee Chair is further tasked with maintaining the MSTUG Listserv.

Requirements:

- The Communication Committee Chair is required to maintain an active membership within the MSTUG organization by keeping membership dues current and actively participating in scheduled events.

Responsibilities:

- Convening a committee, setting meetings and agendas
- Supporting the committee to develop the goals and theme for the event
- Appointing sub-committee Chairs
- Educating sub-committee Chairs on their roles, responsibilities and process
- Creating an event plan
- Working within the organization's current budget
- Working with the Media Committee Chair to insure organizational information has been posted to the MSTUG website
- Working with the Programming Committee Chair to receive proofing approval for publications
- Supporting the creation of a Funding Plan
- Creating a communication plan
- Evaluating and updating the communication plan
- Signing off on all funding plans in advance of any expenditure with the MSTUG Board
- Coordinating, facilitating, and securing Media advertisements for MSTUG, such as for radio, TV, newspaper, etc.
- Coordinating and supporting the flow of information/communication between committees
- Securing a qualified individual to fill in if unable to attend meeting or event
- Reviewing website content to insure the information is current and correct
- Creating an environment for fun and success
- On the day of the event:
 - Greet membership and guest
 - Identify discussed meeting items to be address by the Communication Committee
 - Insure all information announced at meetings and events is accurate
 - Provide corrections when inaccurate information is announced
 - Communicate any issues to board members and committee Chairs
 - BE AVAILABLE