

Original Northwood Association
Communications Chair

Version 2020.01.22

WEB-SITE: Be responsible for the operation of the Original Northwood Association web-site (<http://originalnorthwood.org>). The outgoing Communications Chair will share the login credentials for the web-site with the incoming chair.

The Communication Chair will confirm with the Treasurer that all invoices and methods of payments are up to date. The Communications Chair will be responsible for updating the community calendar of events, posting approved Board minutes and newsletters (see below), and general maintenance of the web-site.

NEWSLETTER: Compose a Quarterly Newsletter to be distributed to the neighborhood in both electronic and print format and posted to the Original Northwood Association web-site. The outgoing Communications Chair will share all vendor and account information and names of designated Block Captains with the incoming chair.

In Coordination with the President, the Communications Chair will select appropriate topics and themes for each of the Quarterly Newsletters (Spring, Summer, Fall, and Winter). Once topics and themes are selected, the Communications Chair will inform the other members of the Board of Governors Newsletter and set a deadline for submission of content. The Communications Chair will work with a designated printing company or entity to ensure timely receipt of the printed newsletters to be distributed either by the Board of Governors or by designated Block Captains.

SOCIAL MEDIA: Maintain the Original Northwood Association social media accounts (e.g., NextDoor, Facebook, and Instagram). The outgoing Communications Chair will share all platform login credentials with the incoming chair.

The Communication Chair will post updates about neighborhood events hosted by the Original Northwood Association, upcoming Board, Quarterly, or special meetings, and other information as deemed necessary to maintain good communication with neighbors.

EMAIL AND ACCOUNT MAINTENANCE: Assist members of the Board of Governors with maintenance of their email and cloud storage accounts. Currently, the Board of Governors uses Google as an email and cloud storage platform. The Communications Chair will assist incoming board members with their login credentials.

AN ACTIVE VOLUNTEER: Be ready to do a lot of jack of all trades stuff as you do not have extensive formal duties. You should be very willing to undertake many various tasks.