

## Director of Communications

The Director of Communications maintains the Club's electronic registration and membership lists, as well as all electronic communications between the board and members. Communications may set up a committee as needed to complete all work.

### Responsibilities

- Shall maintain a list of all members including contact information.
- Print updated membership list and email to board members every couple weeks.
  - Go into Zoho Creator, click on Export Individual Registrations by Date. Use the original start date of the day registration opened and then today's date. Click Search and then click Spreadsheet. You'll then see an Excel spreadsheet.
  - Go into GoDaddy, Brunswick Forest account, My Products, My Account, Website. Under Website + Marketing click on Manage. Click on Marketing, Subscribers. Click on the current year's membership list, and on the top right click on +Add Subscribers. Select Many at a Time tab at the top of the box. Drag the spreadsheet into the box that says Upload CSV, TXT, vCard & Excel files. Go down to the bottom of the box and click on Add Subscribers. Check the box, We are members of the same organization and click on Submit.
  - You can then merge this latest Excel spreadsheet with your original so it is comprehensive. Check the list for duplicates and contact the Treasurer if you see any, so she/he can verify and/or provide member with reimbursement if appropriate. Update your list to indicate what was done.
- Shall be responsible for providing timely, targeted communications to the membership and the consistent posting of Club news via GoDaddy.
  - Go into GoDaddy, Brunswick Forest account, My Products, My Account, Website. Under Website + Marketing click on Manage. Click on Marketing, Email Marketing.
  - Here you can compose a note for the membership or clone an old note and edit and hence rename it.
- Maintain communications with the Fitness Center and update pickleball schedule so they can maintain a calendar of "drop-in" play available to players of all skill levels.
- Maintain internet and media communications including the Club's website, Facebook page, and/or any other social media.
- Chair the Communications Standing Committee, as needed, organized to assist the Director, and may establish and appoint additional ad hoc committees as necessary.
- Assist in social events as needed.