

Publications Director Responsibilities

- Attend monthly club and board meetings to represent Publications . If unavailable, recruit/assign backup to assume your duties.
- Gather reports monthly from other Board Members as required. If necessary harass, cajole, or threaten them to submit their reports for Marker 2 on a timely basis.
- Act as both Editor and Publisher of Marker 2. Correct and format inputs as appropriate and assemble Marker 2 monthly utilizing Microsoft Publisher.
- Inputs to Marker 2 include, but are not limited to:
 - Commodore's Corner
 - Minutes of General Meetings
 - Fleet Captain's Report
 - Racing Report
 - Membership Report
 - Social Report
 - Financial Statement (Quarterly)
 - "For Sail" listings from members
 - Announcements and Flyers for Special Events
- Be creative. Continue to make Marker 2 an attractive, informative monthly publication for our members
- Maintain an email distribution list and distribute Marker 2 monthly via email.
- For those members with no access to email, print and mail hardcopy ONLY AS ABSOLUTELY NECESSARY!
- Maintain an electronic archive of Marker 2 for future reference
- Coordinate with other Board Members the compilation and printing of HBYC annual Calendars, Tide Charts, and Member Directories
- Create and maintain Activity Reports as appropriate