

## COMMUNICATIONS CHAIR

- Serve as the liaison with local clubs to promote visibility of clubs in their own communities and within the District.
- Coordinate and implement posting of District and Club activities on social media regularly.
- Distribute information concerning public relations tools available to local clubs.
- Serve as a resource/referral to share and publicize projects.
- Encourage clubs to publish yearbooks and newsletters.
- Compile from all sources articles for the DSB and coordinate with the DSB Editor. Review local club newsletters to elicit newsworthy articles and information to reprint in the DSB. Promote communication within the District by encouraging publication of local club activities.
- Conduct one of more workshops at the District Conference and/or other workshops as assigned. Provide workshop room set-up requirements to the District Conference chair.
- Attend planning sessions as directed by the Governor or District Team Liaison.
- Prepare articles for the District Service Bulletin as assigned.
- May contact local clubs individually to seek or share information.
- Accompany District Officers on club visits as requested.
- Prepare an annual report of activities and submit to the Governor or Governor Elect by April 1 of each year.
- Encourage clubs to submit for awards in all communications with them.