

4th Vice President
Communications

Board Position

Reports to: President

Date: 3/8/11

Position Summary

Oversees all forms of electronic communication for a diverse group of families that are connected predominately through electronic media. Oversees the development and implementation of RECPTA website. Oversees the activities of communication, social media, community calendar, and directory volunteers.

Essential Functions

- Acts as first point of contact for all technology and communications based inquiries
- Oversees all electronic media for RECPTA
- Oversees communications, social media, community calendar, and directory volunteers
- Oversees the creation, development, and maintenance of RECPTA website
- Works closely with membership vice president to ensure the collection and accurate recording of member data.
- Works closely with programs vice president to ensure the timely placement of announcements of various RECPTA sponsored programs
- Works closely with ways and means vice president to ensure necessary technology and financial processing support
- Collects data for entry onto community calendar
- Ensures the satisfactory resolution of technology based issues
- Oversees the creation, development, and maintenance of social media presence
- Attends board meetings

Requirements

Excellent organizational and interpersonal skills. Ability to speak knowledgeably about RECPTA and its programs. Ability to work with current standards of website design and maintenance. Advanced knowledge of web technology.

Ability to lead a diverse group of volunteers to accomplish a variety of tasks with tight deadlines. Attendance at board meetings is a requirement for the position. Attendance at general meetings is strongly encouraged. Approximate time commitment: 15 hours a month.