

MANASOTA WEAVERS GUILD
JOB DESCRIPTION

POSITION: Communication Manager

REPORTS TO: MWG Board in an appointed capacity

RESPONSIBILITIES

- Manage the content of the Facebook Page and Website
- Communicate with the Facebook Manager(s) and Webmaster integrally.
- Maintain an Up-to-Date Rack card
- Send cards as needed to members in the event of illness or death in the family

- Collect up-to-date photos and information of current events and transfer them to the Webpage editor and FaceBook Manager(s)

- insure that information such as upcoming programs and workshops remains accurate

-create monthly notices of our meeting and program for our online sites

-create notice of upcoming workshops

-create posts of notable guild events or individual member accomplishments

Oversee the annual review of static content on the website to ensure it remains accurate and up to date
– this would involve reminding committee chairs and Board members to review any relevant pages and provide updates as necessary.