

**CCMGI COMMUNICATIONS CHAIR
JOB DESCRIPTION**

The Communications Chairperson will disseminate all relevant information to the Board of Directors and to all members in good standing as requested by club officers and chairpersons. Information submitted by other club members will be evaluated by the chairperson before club-wide dispersal. Distribution will be accomplished through mass emailings to a comprehensive list of members in good standing.

The chairperson will keep in touch with the secretary of the organization to be sure all members are included. At the beginning of each new fiscal year, the secretary will make available a list of members in good standing and ask for any corrections to the list.

The chairperson will also coordinate with publicity representative (s) about newspaper articles and the monthly newsletter.