

COMMUNICATIONS OFFICER

OFFICE RESPONSIBILITIES

- Request and compile items of interest from District Directors, Executive Board members, NCCCLA committees, and the general membership.
- As appropriate, send e-mails containing information, updates, videos, etc. to the membership using MemberPlanet.
- Participate as a voting member on the Executive Board.
- For reference, maintain documentation that might be useful to a successor.
- Perform any tasks assigned by the President.

PROCEDURES FOR IDENTIFYING AND CREATING COMMUNICATIONS

- Determine best available avenues for requesting and collecting items, in conjunction with President, Webmaster, and Executive Board.
 - Communications Officer has the right to accept, reject, edit, or amend any articles or information submitted for distribution.
- Create emails using the MemberPlanet system.
 - The approved NCCCLA logo may be used in the masthead.
 - E-mails should be sent to NCCCLA members only.
 - Permission must be secured to reproduce any copyrighted material.

LENGTH OF TERM

Once appointed by the President, the Communications Officer will remain in office until a successor is appointed.