

NCURA REGION IV – Communications Committee Members

Writer/Editor Web Editor Facebook Editor

Writer/Editor

Description of Position: Writes and edits content for eBlasts and electronic newsletters and assists the Communications Committee Chair in their production.

Duration: The Writer/Editor is appointed by the Communications Committee Chair and can serve with an open end date.

Function of Position: Communicate information about Region IV activities and programs that enhance professional development and networking, and promotes the accomplishments of Region IV members.

Essential Duties and Responsibilities: Assist in the writing, editing, production, and dissemination of eBlasts under the direction of the Chair, and up to three Region IV newsletters each year as specified by the Region IV Chair.

Time Commitment: Approximately two to three hours per month.

Public Speaking: Not required.

Qualifications/Requirements:

(1) Knowledge and/or Skills – Good writing and editing skills; willingness to learn content management system and tools, and work with photos and other digital material. Previous experience working with electronic content management systems is desirable.

(2) Education and/or Experience – No previous experience is necessary.

(3) Eligibility – Must be a member of Region IV.

Training and Support: The Communications Committee Chair will provide training on the content management system and tools and oversee all activities. Support is also provided from other members of the Communications Committee, board members, and other members of the region who have held positions within NCURA Region IV. Committee members should review the administrative procedures regarding the committee and its membership roles, responsibilities, and requirements.

Additional Information:

(1) Benefits – Benefits include professional development and recognition regionally and nationally within NCURA.

(2) Travel – Travel is not required.

Election Procedures: Not applicable.

Web Editor

Description of Position: Maintains the Region IV Web site and assists the Communications Committee Chair.

Duration: The Web Editor is appointed by the Communications Committee Chair and can serve with an open end date.

Function of Position: Communicate to Region IV members, potential members, and the general public information about Region IV activities and programs, and the accomplishments of Region IV members.

Essential Duties and Responsibilities: Updates and maintains the Web site under the direction of the Region IV Chair and the Communications Committee Chair.

Time Commitment: Approximately three to four hours per month.

Public Speaking: Not required.

Qualifications/Requirements:

(1) Knowledge and/or Skills – Good writing and editing skills; willingness to learn content management system and tools, and work with photos and other digital material. Previous experience working with electronic content management systems is desirable.

(2) Education and/or Experience – No previous experience is necessary.

(3) Eligibility – Must be a member of Region IV.

Training and Support: The Communications Committee Chair will provide training and oversight. Support is also provided from other members of the Communications Committee, board members, and other members of the region who have held positions within NCURA Region IV. Committee members should review the administrative procedures regarding the committee and its membership roles, responsibilities, and requirements.

Additional Information:

(1) Benefits – Benefits include professional development and recognition regionally and nationally within NCURA.

(2) Travel – Travel is not required.

Election Procedures: Not applicable.

Facebook Editor

Description of Position: Maintains the Region IV Facebook page and assists the Communications Committee Chair.

Duration: The Facebook Editor is appointed by the Communications Committee Chair and can serve with an open end date.

Function of Position: Communicate information about Region IV activities and programs that enhance professional development and networking, and promotes the accomplishments of Region IV members.

Essential Duties and Responsibilities: Post and edit content as needed on the Region IV Facebook page.

Time Commitment: Approximately one to two hours per month.

Public Speaking: Not required.

Qualifications/Requirements:

(1) Knowledge and/or Skills – Good writing and editing skills; willingness to work with photos and other digital material. Working knowledge of Facebook is desirable.

(2) Education and/or Experience – Previous experience posting on Facebook is desirable.

(3) Eligibility – Must be a member of Region IV.

Training and Support: The Communications Committee Chair will provide training on the content management system and tools and oversee all activities. Support is also provided from other members of the Communications Committee, board members, and other members of the region who have held positions within NCURA Region IV. Committee members should review the administrative procedures regarding the committee and its membership roles, responsibilities, and requirements.

Additional Information:

(1) Benefits – Benefits include professional development and recognition regionally and nationally within NCURA.

(2) Travel – Travel is not required.

Election Procedures: Not applicable.