



**Indiana**  
Chapter

## **JOB DESCRIPTION DIRECTOR OF COMMUNICATIONS**

### **Member of the Board**

As a member of the Board, the Director of Communications is expected to attend regular and special Board meetings.

### **Responsibilities of the Director of Communications**

1. Develops and supports the technology and content of the Chapter website, [www.alaindiana.org](http://www.alaindiana.org), to establish and maintain an online presence for the Chapter for the benefit and use of Chapter members, Chapter Business Partners and the general public.
2. Reviews the Chapter website on a quarterly basis and decides if any information needs to be refreshed or removed. Determines if the Chapter website needs design changes to keep the information accurate in accordance with ALA International guidelines.
3. Coordinates with the website designer and host, as needed, to amend and update the Chapter website.
4. Assists board members with developing email templates and setting up reminder emails for meetings and social events, membership renewals, business partner renewals and business partner listing confirmations.
5. Provides technical assistance to the Director of Education for posting Chapter meetings and events. Information on education topics and speakers will be provided by the Director of Education.
6. Develops and posts current Chapter news weekly/monthly to the Chapter website.
7. Updates the newly elected Chapter Board members on the Chapter website when the new term begins. Currently Board terms run from April 1 to March 31 for ALA International and ALA Indiana.
8. Schedules photographer (typically a Chapter member) to cover Chapter events (as described below).
9. Posts event photos to the Chapter website for various Chapter events, e.g. monthly Chapter meetings and other Chapter social events, partner dinner and other attorney events, community connection, Business Partner social events and ALA conference and Chapter Leadership Institute.
10. Posts newsletters, salary survey announcements, approved Board meeting minutes, speaker handouts, press releases and other member and Business Partner communications.
11. Manages the Business Partner section of the Chapter website which includes: working with Business Partners to add/maintain Business Partners' contact information, uploads current Chapter member contact information for Business Partners' exclusive access and all other Business Partner program information in conjunction with the Director of Business Partner Relations.
12. Plans, organizes and oversees the annual community connection event. This event fosters community service and volunteerism, while promoting collegiality among Chapter members. Sends required reporting information to ALA International.
13. Assists the Director of Membership in developing and implementing a Chapter member interest survey in conjunction with the Board of Directors.
14. Assists the President with the creation of the Chapter newsletter and posts to the Chapter website (quarterly or bi-annually).



15. Assist Director of Business Partner Relations with maintaining the Business Partner documentation/spreadsheet and posts that and other restricted documents to the website for Board members' access.
16. Regularly (when there are any changes in membership information) updates the Chapter member email list and posts to the Chapter website.