

Section NE-3A Communications Committee job descriptions

Webmaster:

1. Maintain the Section website (www.ne3a.org)
2. Upload documents such as meeting minutes or pictures from events per the request of the Secretary
3. Maintain a professional manner in all posts to the website.
4. Attend Conclave 2017 and run a training
5. (OPTIONAL) Attend CoC meetings and give the secretary a report on the website(If you don't attend I will want a report via email around the time of the CoC's)
6. Run updates on the website as needed.
7. Attend Train The Trainer On April 8th 2017 at Camp Babcock Hovey

Social Media Lead:

1. Maintain all of the Section social media (Facebook, Instagram, Twitter)
2. Create original content to post on section social media and follow the preset schedule for posting content
3. Maintain a professional manner in all posts to Social media
4. Attend Conclave 2017 and run a Social media training
5. Attend Train The Trainer On April 8th 2017 at Camp Babcock Hovey
6. Upload pictures from events per the request of the Secretary

Photographer:

1. Take pictures at Section events such as Conclave
2. Share pictures with The Webmaster, Social Media Lead and Secretary
3. Attend Conclave 2017



SECTION NE-3A

ORDER OF THE ARROW